Electronic Military Personnel Office (eMILPO)

USER MANUAL FOR *e*MILPO

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1.   INTRODUCTION TO EMILPO

The Army Human Resource System (AHRS) Electronic Military Personnel Office (*e*MILPO) application is a Web-based, multi-tiered application, using an industry standard second-generation Java enterprise edition (J2EE) platform. *e*MILPO is implemented on the Department of Defense (DoD) Non-Secure Internet Protocol Routing Network (NIPRNet) and accessed via the AHRS Web Portal hyperlink from the Army Knowledge Online (AKO) portal.

*e*MILPO consolidates the 43 PERSINS (Personnel Information System) Processing Activity (PPA) database environments, previously deployed as a part of the Super Server/AHRS V1 project, into one physical database environment. It rehosts the U.S. Code Title 10 functionality, previously contained in the Super Server application software, in preparation for the migration to the Defense Integrated Military Human Resources System (DIMHRS). The application is an interim field echelon personnel support system used for the total Army.

*e*MILPO provides the U.S. Army with a reliable, timely, and efficient mechanism for performing Army personnel actions and managing strength accountability. The application provides visibility of the location, status, and skills of Soldiers both from a high level (top of the system) and a unit level (bottom of the system). This visibility is vital in determining the strength and capability of the Army and subordinate commands within the Army. *e*MILPO allows unit users, personnel managers, and commanders visibility to the following main categories of services:

- Personnel Services
- Personnel Accounting
- Reassignments
- Promotion
- Readiness
- Workflow
- System Services
- PERSTEMPO
- DTAS

2.   MISSION

The *e*MILPO project is a managed work effort planned and executed by HP for the U.S Army. The goal of the *e*MILPO project is to provide the Army with a reliable, timely, and efficient mechanism for managing strength accountability and performing personnel actions. The system will provide visibility of the location, status, and skills of Soldiers both from a high level and a unit level. This visibility is crucial to determining the war fighting capability of the Army and its subordinate commands.

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3.   SYSTEM ENHANCEMENTS

The *e*MILPO application offers the following enhancements in the areas of personnel strength accountability and management:

- "**Behind-The-Scenes**" **Transaction Processing**—*e*MILPO is a function-based system, unlike its predecessor, which is transaction-based.

- **Data Entry Detection**—*e*MILPO detects data entry on the Web pages that permit data entry and prompts you to save or discard the data before exiting the page without saving.

- **Error Detection and Identification**—*e*MILPO decreases the chance of "human error" before saving information to the database by providing validations of data entry and business logic on the Web page. You can make corrections in real time, without waiting to receive a report notifying you of a mistake days later.

- "**Sign-of-Life**"—A Soldier can be arrived to a unit, if there by proper authority, regardless of previous record status: that is, even if they have not been departed from the previous unit.

- **Slotting**—*e*MILPO provides the capability to slot Soldiers by comparing the Soldier's qualifications with the requirements of the document.

- **Automatic Departures**—The system will automatically calculate the Soldier's Date of Loss (DLOS) from the Soldier's Number of TDY Days and the Number of Leave Days. The Soldier's record will automatically be removed from the losing unit on the DLOS date, unless you intervene to stop the Soldier's departure.

- **Unit Readiness**—*e*MILPO offers the flexibility of unit readiness reporting, online, via the Personnel Asset Visibility Report (PAVR). *e*MILPO is designed to provide unit commanders with the ability to update and/or change their readiness status in real time.

- **Workflow**—*e*MILPO produces task notifications via workflow processing. Workflow provides authorized users with automatic notification of task actions, which are actions that you need to perform for Soldiers within your unit.

4. SYSTEM REQUIREMENTS

The following requirements detail the minimum equipment and resources necessary to use *e*MILPO:

- **Internet Access**—*e*MILPO is a Web-based application and uses an Internet browser. You must have Internet access to enter the application. If Internet access is not available, you can request assistance from your communications support element. You must follow local procedures to ensure you are properly registered with your designated user administrators.

- **Minimum Internet Requirements**—*e*MILPO operates in Microsoft Internet Explorer Version 5.5 and higher. Ensure that you enable pop-ups for the AHRS Web sites; if you do not have access to change you pop-up blocking setting, please see your local system administrator.

- **Recommended System Configuration**—*e*MILPO is best viewed using a Pentium-class processor at 1024 pixels by 768 pixels screen resolution running MS Internet Explorer Version 4.0 or above.

- **AKO Access**—You must be a registered user of the Army Knowledge Online (AKO) portal. To register with AKO, click on this link: www.us.army.mil.

- **System Responsiveness**—Please note that some of you may experience delays depending on your local area network (LAN) installation and configuration.

- **Printer Setting**—Some reports may require the landscape setting versus the portrait setting. You will be prompted to change your page orientation accordingly. Please check your printer's manual for the proper procedure for changing page orientation.

5.   SYSTEM ENVIRONMENT

5.1   Communications Environment

*e*MILPO is implemented on the Department of Defense (DoD) Non-Secure Internet Protocol Routing Network (NIPRNet) and is accessed via the AHRS Web Portal hyperlink from the Army Knowledge Online (AKO) portal.

5.2   Hardware

The Web servers and application servers are Dell servers running Microsoft (MS) MS Windows 2003 Enterprise Server. The database servers are Sun servers running Solaris 10.

5.3   Software

The *e*MILPO application uses BEA WebLogic on the application servers. Cognos is used for the reporting and ad hoc query capability, and Oracle is used as the database.

6.   SYSTEM CONVENTIONS

*e*MILPO is committed to following the standards:

- DoD Information Infrastructure Common Operating Environment (DII COE) in establishing a common reusable application

- Section 508 (29 U.S.C. '794d) of the Rehabilitation Act for Web accessibility to facilitate access. *e*MILPO endorses the use of alternative text for the identification of graphics and format devices. Please see Section 6.1.3, ALT Tags (Tool Tips), for more details.

- Common Web design standards in establishing the concepts of usability, simplicity, consistency, and user-friendliness throughout the application

6.1   User Interface Standards

*e*MILPO uses a simple and consistent user interface. Figure 6–1, Page Terminology, illustrates the user interface components, utility icons, and command buttons that are standard throughout the application. You can click on any of the data elements on an *e*MILPO page to access the glossary definition for that data element.

Figure 6–1: Page Terminology

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Table 6–1, Page Inputs, describes the different user input types:

Input Type	Description
Picklist	Picklists provide an efficient way for you to choose a value from a list of valid values. Picklists consist of a label describing the content and a list box containing the values. Picklists appear in three formats in *e*MILPO: • A regular picklist that stores multiple values and allows you to select one value at a time. To select a value from this type of picklist, click on the down arrow to expand the picklist and select the value of choice. • A multiple-value picklist that allows you to select a single value or multiple values. This type of picklist has a scrollbar and allows you to see a range of values. Use the procedure described in the previous bullet to select a single value. To select multiple values in succession of each other, select the first one, then simultaneously hold down the **Shift** key and select one or more next to the first value. Alternatively, you may select the first value, simultaneously hold down the **Shift** key and select the last value in the range. To select multiple values not in succession of each other, click on the first value, hold down the **Ctrl** key and click on the next value. • A read-only picklist displays multiple values as read-only and may have a scrollbar. You may scroll up or down to view all values but cannot select a value.
Checkbox	Checkboxes usually appear in groups. The grouping of checkboxes is only visual, not logical. More than one checkbox of a group can be selected at a time. A checkbox consists of a square-shaped indicator to the left of a label describing the state being set. You select a corresponding value by clicking on the square-shaped indicator.
Radio button	Radio buttons provide a mutually exclusive selection value. While radio buttons are displayed in a group, only one may be selected at one time. You select a corresponding value by clicking on the radio button. Selecting an alternate button in a radio button group will automatically remove the previous selection.
Text-entry field	Text-entry fields or text boxes are used to enter text. There are two types of text-entry fields: a single-line text entry box and a multiline text entry box. The multiline text-entry field has scroll bars that automatically turn on and off depending on the amount of text present. Both types of text boxes support simple text-editing functionality, such as backspace, copy, cut, paste, etc.
List-to-List Transfer	The list-to-list transfer method is used to enable you to move objects from one collection to another. The display table contains list boxes that also have commands for transferring items between the collections, usually by adding or removing from collections.

Table 6–1: Page Inputs

6.1.1   eMILPO Toolbar

*e*MILPO does not use the standard Internet browser toolbar. *e*MILPO's standard utility icons and command buttons are available on every parent browser window to navigate the Web pages, interact with the system, and perform all necessary tasks. The system displays the standard browser toolbar on every minor or child window to facilitate navigation.

6.1.2 Page Banner

Each *e*MILPO page has a banner displaying the AHRS logo with the current page title and standard utility icons. The page title reflects the functionality and content of the page and allows you to identify the page. The utility icons provide basic navigation, online help, printing capability for the current page, and exit from the application.
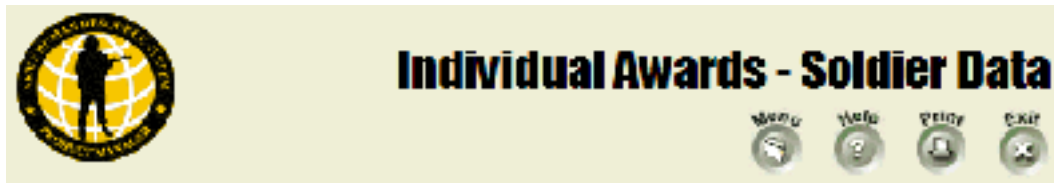
Figure 6–2: Sample Page Banner

6.1.3 ALT Tags (Tool Tips)

In accordance with Section 508 of the Rehabilitation Act, user tool tips in the form of HTML ALT tags are available to provide helpful information on links, buttons, and graphic objects. To access the tool tip, hold the cursor over an object, and the tool tip will appear.

Figure 6–3: Tool Tip

6.1.4 Mouseover

The *e*MILPO application uses the JavaScript mouseover effect on navigational and command buttons to provide dynamic access to information about those buttons. When you scroll your cursor over the button or hyperlink, *e*MILPO displays information about that button or link.

6.1.5 Required Fields

*e*MILPO designates required data entry fields on the Web pages that with an asterisk (*). All required fields on a Web page must be completed before being accepted by the system.

6.1.6 Online Help

*e*MILPO offers online help on every Web page. Clicking the Help utility icon in the upper right-hand corner of the page activates online help, as illustrated in Figure 6–4, Online Help. Online help offers step-by-step and detailed instructions to assist you with the operation of the current page.
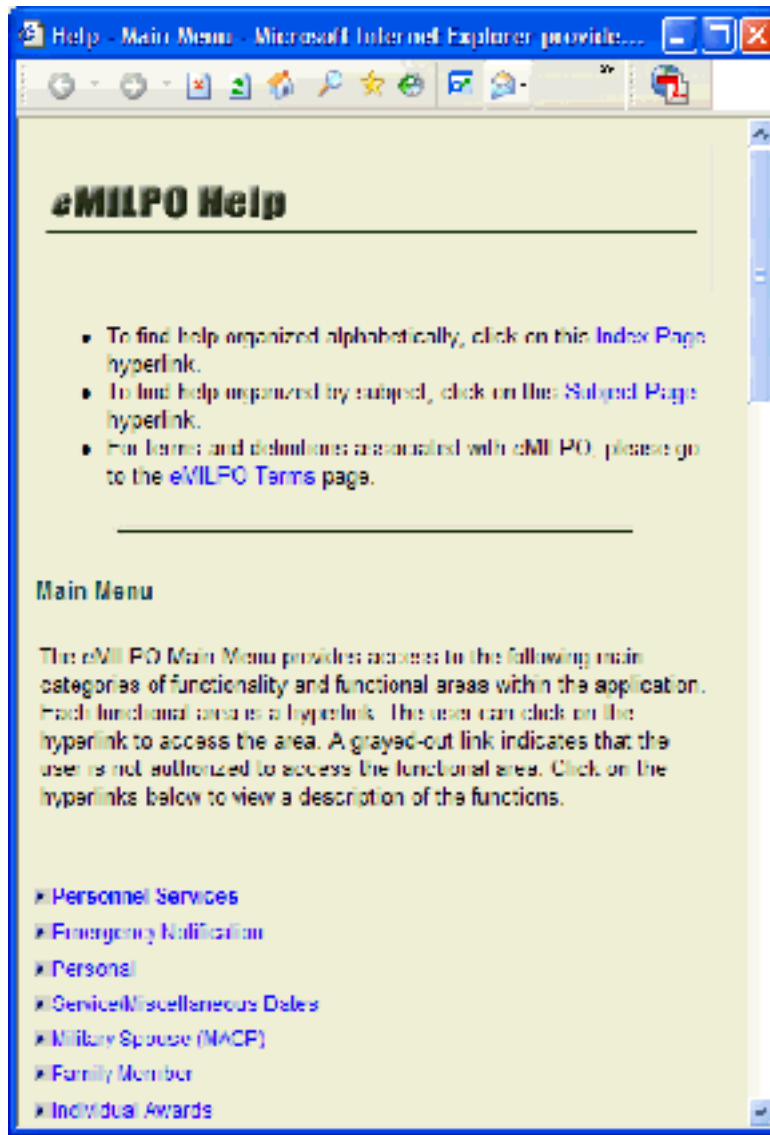
Figure 6–4: Online Help

6.1.7   Glossary

*e*MILPO offers a definition for data elements used on every Web page. Clicking on a data element (which appears in blue type onscreen) will activate a minor window that displays the definition of the data element. The Glossary window will time out in 5 minutes. Figure 6–5, Glossary Function, provides an example of the Glossary window for the Search Criteria data element. The Glossary function provides a clear interpretation of the name of the data element as recorded in the *e*MILPO data dictionary and other Army resources.
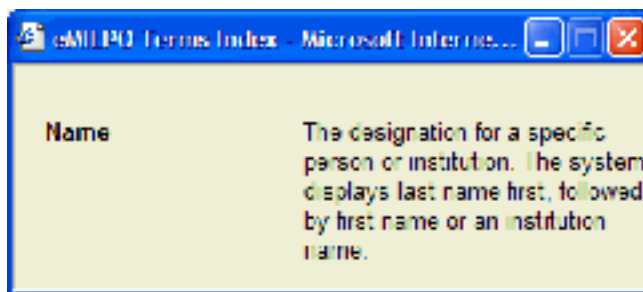
Figure **6–5: Glossary Function**

6.1.8   Batch Mode Processing

To ensure efficiency in system performance as well as user time online, *e*MILPO implements batch-mode processing where possible. In the majority of the functional areas, you have the option to build a working list of Soldiers for processing. You will also be able to perform multiple functions at one time for a selected Soldier (that is, adding new data, viewing, updating, or revoking/removing current data). The system will loop through all selections for all selected Soldiers.

6.1.9   Notification of Lengthy Loading Actions

*e*MILPO will notify you of a lengthy loading action via a status bar. The status bar will be in motion while the page loads.

6.1.10   Printing in eMILPO

*e*MILPO assists you with printing the Web pages and reports in *e*MILPO in several ways. It is assumed that your printer is already installed and configured as outlined by the manufacturer. You may click the Print icon (shown in Section 6.1.11, Utility Icons) to print the current Web page.

- Some pages may require printing in landscape. *e*MILPO will prompt you to change the page orientation on your printer to landscape before proceeding. You will need to return the print setting to the default setting after printing.

- If a .PDF version of a report is available, the .PDF utility icon will be enabled to allow you to generate a .PDF version of the report. Click on the .PDF utility icon to enable Adobe Acrobat Reader. You will be able to view, print, or save the report to a media of your choosing within the Adobe Acrobat Reader application.

6.1.11 Utility Icons

Utility icons provide navigational, help, and printing functions in *e*MILPO. Table 6–2, Utility Icons, describes the utility icons available on the page banner.

Icon	Location	Description
Menu	All	The system will display the Main Menu. The system will detect data on the page and prompt you to save or discard the data before displaying the Main Menu.
Help	All	The system will display online Help for the current page.
print	All	The system will display the Windows Print dialog box. **Note:** For pages that are displayed in landscape, the system will prompt you to change the page orientation.
PDF	HRAR, Promotion Reports	The system will create a version of the current document in Adobe Acrobat .PDF format. You have the option to view, print, and/or save to a choice of medium within the Adobe Acrobat Reader application. The .PDF icon is available only in selected reports within *e*MILPO.
Exit	All	The system will display the Logout confirmation page. The system will detect data on the current page and prompt you to save or discard the data before exiting the application.

Table 6–2: Utility Icons

6.1.12 Command Buttons

Command buttons allow you to interact with the system. Command buttons appear on the bottom of each page following the display tables. Table 6–3, Command Buttons, describes the standard command buttons used in *e*MILPO.

Button	Location	Description
ADD	Soldier Selection	The system adds the selected item from one collection to another. For example, in the Soldier Selection process, the system adds the selected criterion/value combination to the Selection Criteria text area.
Cancel	Soldier Selection	The system interrupts a search request and returns the location cursor to the text-entry field below the Search Criteria picklist.
Clear	Soldier Selection	The system clears all data rows in the Soldier listing.
Close	All	The system closes the current page and displays the Main Menu or the next appropriate page. If the current page permits user entry, the system will detect data entry and prompt you to save or discard the data.

Button	Location	Description
DEL	Soldier Selection	The system removes a highlighted criterion/value combination from a criteria text area. **Note:** The system will notify you if DEL was clicked before a value is highlighted (optional if time permits).
Exit	Logout Confirmation	The system terminates your session and exits the *eMILPO* Logout Confirmation screen.
Load	Mobilization	The system displays the SSN File Load to allow you to load a text file of Social Security Numbers (SSNs).
Next	All	The system navigates to the next page without saving. If the current page permits user entry, the system will detect data entry and prompt you to save or discard the data.
OK	All	The system validates your actions or requests and displays the next appropriate page.
Previous	Soldier Selection	The system navigates to the previously viewed page. **Note:** The system will disable the button if there is not a previously viewed page.
Reset	All	The system clears all text-entry fields and returns the location cursor to the first text-entry field and resets all other form elements to their default values.
Save	All	The system validates your entries and notifies you of any discrepancies. The system then saves the record and moves to the next item on the list, if any exist.
Search	Soldier Selection	The system validates your search criteria and displays the records matching the search criteria.
Submit	Listing Pages/Slotting	The system validates your selection and displays the Soldier data page for the first selected action. In Slotting, the system will display the Slotting—Summary page if there are no discrepancies in the slotting actions.

Table 6–3: Command Buttons

6.1.13 Action Links

Action Links behave similarly to command buttons. One such action link is Calculate. Clicking Calculate tells *e*MILPO to perform a calculation to populate a field using data you entered.

7. USER REGISTRATION

The *e*MILPO Web site is a secure site. Commanders at all echelons are responsible for designating individuals under their command who may be granted access to the *e*MILPO application. The AKO Web site will be the portal to the *e*MILPO application. All users requesting access to *e*MILPO must have an AKO user ID and password.

7.1 AKO User Registration

You may obtain access to the AKO portal as follows:

1. To apply for an AKO User ID and Password, navigate to the AKO Web site at www.us.army.mil.

2. Select the "I'm a New User" link, answer the appropriate security notices, and follow the onscreen instructions to fill out and submit a User Registration request.

3. Once the registration form and password have been submitted, AKO will inform you via e-mail when the account has been approved and activated.

7.2 *e*MILPO User Registration

You may obtain access to the *e*MILPO application as follows:

1. Navigate to the AHRS Web Portal at https://emilpo.ahrs.army.mil. In addition, you can reach the AHRS Web Portal from AKO: Navigate to the AKO Home Page, select Self Service, select My Personnel, and then click the Army Human Resource System link under the My G-1 Personnel heading.

2. Click on you Registration link from the AHRS Web Portal page to access the *e*MILPO User Registration page, shown in Figure 7–1, User Registration Page.
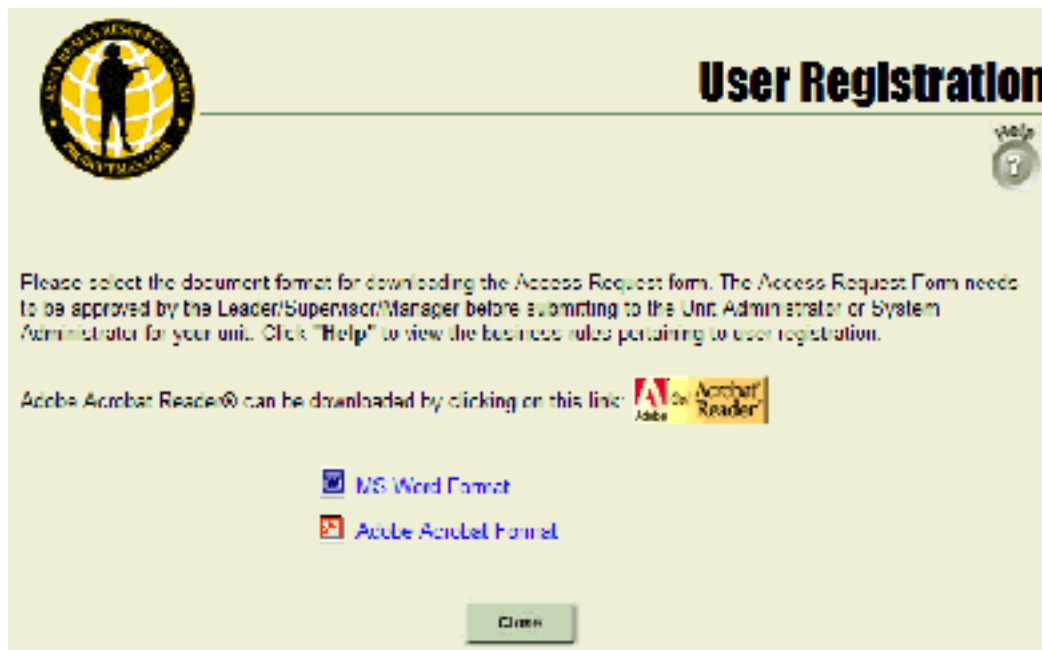
Figure 7–1: User Registration Page

If you are a first-time *e*MILPO user, please complete the *e*MILPO Access Request form and obtain the signature of your leader, manager, or supervisor before submitting the form to the System Administrator (SA) for your unit. The System Administrator will approve or deny access based on *e*MILPO security requirements. Only those users with the appropriate command authorizations, based on job and mission requirements with a need-to-know, will be given access.

7.2.1   Business Rules for User Registration

The following business rules apply to user registration:

- You need to be a registered AKO user and have a valid AKO user ID to request access to the *e*MILPO application.

- You need to be associated with a Unit Identification Code (UIC) to be granted access.

- A user may be associated with up to 15 UICs.

- A duplicate user account cannot be created for the *e*MILPO application if your ID already exists in the *e*MILPO database.

- An *e*MILPO user account cannot be modified or removed if your user ID does not exist in the *e*MILPO database.

- A new *e*MILPO Access Request form will need to be filled out, approved, and resubmitted to request modifications to or removal of your unit information or access control privileges.

8.   AHRS WEB PORTAL PAGE

The AHRS Web Portal Page—shown in Figure 8–1, AHRS Web Portal Page—lists and provides access to the AHRS' family of applications. The following applications and options are available on this page:

- *e***MILPO**—Provides management capability to personnel data, readiness, strength accounting, and multi-component reports at all levels. To access *e*MILPO on the portal page, click on the link.
  - User Registration allows you to view and download the *e*MILPO Access Request form in MS Word or Adobe Acrobat .PDF format. Click on the link on the portal page to access the User Registration page.
  - Release Notes introduces you to the *e*MILPO application. This option also outlines the application's features and enhancements, tips for navigation, user registration, and help desk information.
  - Web-Based Training is a guide through the *e*MILPO application. Click on the link to access the *e*MILPO Web-Based Training.
  - Frequently Asked Questions—clarifies issues specific to common and technical areas throughout the application.
- **AHRS Enterprise Datastore**—Provides an enterprise view of Army Personnel assets and skills across and within PPAs. Click on the link to access the AHRS Enterprise Datastore application.
  - Web-Based Training—Guides you through the Enterprise Datastore application. Click on the link to access the AHRS Enterprise Datastore Web-Based Training.
- **OMPF Online**—If authorized, allows you to review your Official Military Personnel File online. Click on the link to access OMPF Online.
- **DEERS**—If authorized, allows you to change your address and your authorized dependents' addresses in the Department of Defense Enrollment Eligibility Reporting System (DEERS).
- **Promotion to 1LT/CW2**—The Junior Office Promotions Web site allows you to process the promotion to the ranks of 1LT and CW2.
- **Promotion Worksheet**—Allows you to access the Enlisted Records Center automated promotion worksheet.
- *e***MILPO Reports**—Allows you to generate the following reports:
  - AAA-069, EDAS Letter of Special Instruction
  - AAA-095, Suspension of Favorable Personnel Actions Management Report
  - AAA-160, Report of AWOLS
  - AAA-162, Unit Personnel Accountability Report
  - AAA-165, Unit Personnel Accountability Notices
  - AAA-199, Good Conduct Medal Roster
  - AAA-234, EDAS Individual Losing Assignment
  - Enlisted Record Brief (ERB)

Figure 8–1: AHRS Web Portal Page

Hover over the hyperlinks to view a description of the application. Click on the hyperlink to launch the application.

9.   LOGIN AND LOGOUT

9.1   *e*MILPO Login Authentication

Authentication for eMILPO occurs through the AKO logon process. With single sign-on, you log on through AKO and are authenticated for those systems to which you have access. Once authenticated and granted access to AKO, you can launch eMILPO via the AKO Portal and access the system without having to reenter your ID and password.

9.1.1   Business Rules

Please note the following business rules prior to login:

- You must be a registered AKO user.

- Your *e*MILPO user ID and password will be the same as your AKO user ID and password.

- If you, as an already authenticated user, attempt to log in to the *e*MILPO application a second time during the same session, the system will lock your account and exit the application. You must wait 15 minutes before the system will allow you to log in again.

- The session will be suspended after 15 minutes of inactivity and will require you to log back in to the *e*MILPO application.

- If your *e*MILPO unit profiles have expired (that is, the requested end date has passed), the system will display the message: "You are trying to access the system outside of the authorization window specified by your administrator. Click "OK" to return to the AHRS Web Portal."

- If your *e*MILPO account has been assigned to more than one unit profile (or Associated UIC), the system will prompt you to select the desired UIC in which you want to work prior to gaining access to the *e*MILPO Main Menu.

- *e*MILPO accounts are locked if more than one login is attempted using the same user ID and password. You must wait 15 minutes before the system will allow you to log in again.

9.2   Department of Defense Security Statement

Upon clicking the *e*MILPO hyperlink on the AHRS Web Portal page, you will be prompted to view a standard DoD Security Statement acknowledging the level of security involved in accessing a DoD application. The security statement is shown in Figure 9–1, DoD Security Statement.
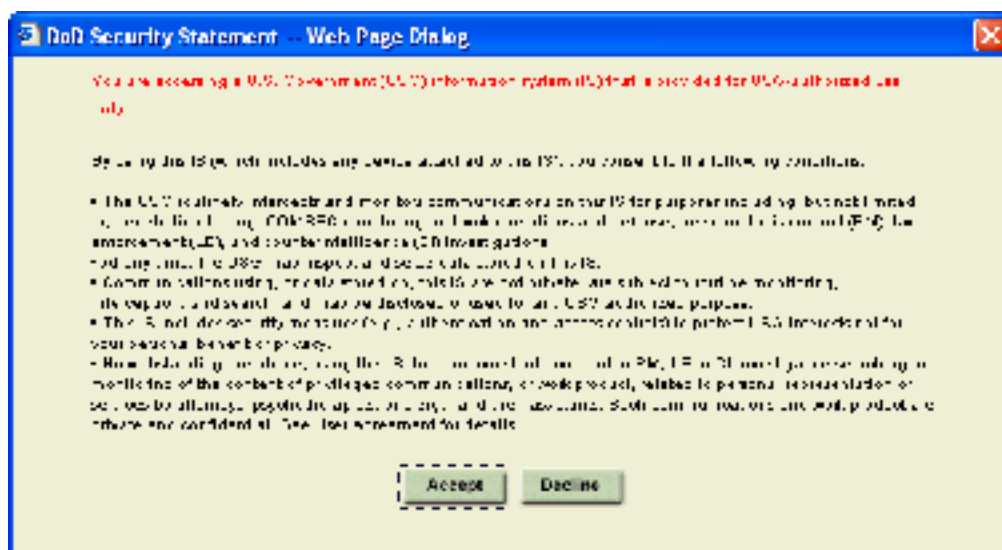
Figure 9–1: DoD Security Statement

To complete the security statement, perform the following steps:

1. Click Accept to proceed to the *e*MILPO login authentication.
2. Click Decline if you do not wish to acknowledge the security statement. The system returns you to the AHRS Web Portal page.

9.3 Associated UIC Selection

Upon a successful login authentication from *e*MILPO, you will either be directed to the Main Menu or the Associated UIC Selection page if you are associated with more than one UIC. The Associated UIC Selection page allows you to select a UIC for the working session; the selection page is shown in Figure 9–2, Associated UIC Selection Page. *e*MILPO will associate users with up to 15 UICs.

Figure 9–2: Associated UIC Selection Page

For Official Use Only
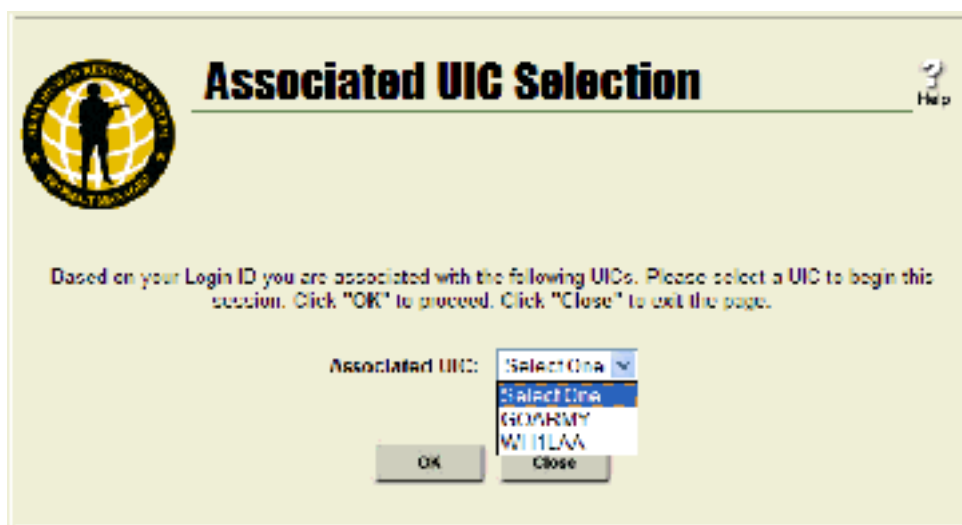
To complete the Associated UIC Selection Page, perform the following steps:

1. Expand the Associated UIC picklist and select a UIC to begin the session.
2. Click OK to proceed. The system will associate you and display the Main Menu.
3. Click Cancel to exit. You will be returned to the AHRS Web Portal page.

9.4   Logout

You may choose to exit the application on any parent browser window or any main page by clicking on the Exit icon, located in the upper right corner of every page banner. Refer to Section 6.1.11, Utility Icons, and Figure 6–2, Sample Page Banner, for further details.
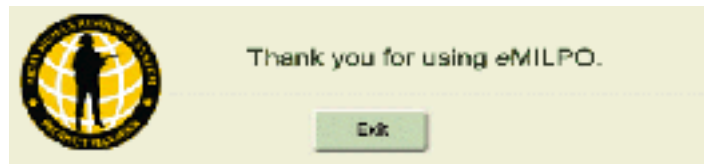
Figure 9–3: Logout Confirmation Page

To log out of *e*MILPO, perform the following steps:

1. The system will display the Logout Confirmation page.
2. Click Exit to close the page and exit the application.

9.4.1   Business Rule for Logout

You must properly exit the application by clicking on the Exit utility icon. Exiting the application using any other means, such as clicking the X icon of the browser window, will prematurely terminate the working session and result in locking your user account. If your account is locked, you will be required to wait 15 minutes before logging in again.

10.   MAIN MENU

The *e*MILPO Main Menu provides access to the functionality available within the application. The system also tracks your last successful login and displays the corresponding date and time. Each *e*MILPO functional area is a hyperlink on the Main Menu, as shown in Figure 10–1, Main Menu. You can only access functionality that you are authorized to access. Click the appropriate link to access the functional areas. The functional areas available on the *e*MILPO Main Menu are discussed in the subsequent sections.

Figure 10–1: Main Menu

10.1   Personnel Services

The functional category of Personnel Services provides functions for maintaining the Soldier's personal, family, emergency notification, education, awards, and miscellaneous data.
Table 10–1, Personnel Services Functions, lists the functions available under Personnel Services and provides a brief description.

Function	Description
Emergency Notification	Lists the selected Soldier's current emergency notification data and allows you to add, update, or remove one or more existing emergency notification data. The emergency notification data include family member and/or beneficiary data, location of will, and commercial and SGLI life insurance data. You have the option to update or remove an existing notification data. You also have the option to print Record of Emergency Data DD Form 93 following a completed emergency notification action.

Function	Description
Personal	Consists of the following functionality: • Address—Lists all current addresses for the selected Soldier and allows you to add a new address, update, or remove one or more existing address data for the Soldier. • Name Change—Allows you to change the name of the Soldier in the system • Personal Data—Allows you to update the selected Soldier's personal data, including birth date, sex, ethnic origin, religious affiliation, and citizenship data • Phone Number—Lists all phone numbers in the system for the selected Soldier and allows you to add, update, or remove one or more existing numbers • SSN Correction—Allows you to correct the Soldier's Social Security Number (SSN) in the system
Service/Miscellaneous Dates	Lists the relevant service-related dates pertaining to the Army career of the selected Soldier. You have the option to edit only the following service-related dates: Basic Enlisted Service Date, Individual Personnel Data Verification Date, Delay in Separation Reason, DEROS Date, MMRB Meeting Date, and Determination.
Military Spouse (MACP)	Allows you to add military spouse data for the selected Soldier or to update or remove current spouse data. You also have the option to enroll the spouse into the Married Army Couples Program (MACP) if the military spouse is a Soldier in the Regular Army and has not yet enrolled. Conversely, you can disenroll the military spouse, if desired, if the spouse is already enrolled.
Family Members	Lists all the family members currently recorded in the database for the selected Soldier. The system allows you to add, update, or remove marital status and dependent data for one or more Soldiers. This module does not enter the family member into DEERS.
Suspension of Favorable Personnel Actions	Maintains a record of personnel flagged for suspension of favorable personnel actions. You have the option to initiate new flag or to update and finalize or remove an existing flag, if allowed, as directed by a commander or HQDA.
Individual Awards	Lists the Soldier's good conduct medal awards, if any exist, as well as any other individual awards that the Soldier has achieved throughout his or her Army career. You have the option to update or remove one or more existing awards as well as adding new awards. You also have the option to update the Soldier's good conduct medal eligibility date.
Education	Consists of the following functionality: • Civilian Education—Captures the Soldier's completed civilian education level and lists the civilian courses and corresponding data that the Soldier has completed. You have the option to update or remove any existing civilian education data and add new data for the Soldier. • Civilian Degree—Lists the Soldier's civilian degrees and corresponding data, including year awarded and corresponding majors. You have the option to update or remove any existing

Function	Description
	civilian degrees and to add new degrees for the Soldier.
	• Military Education—Notes the completed correspondence course hours and lists the military courses the Soldier has taken throughout his or her Army career. You have the option to update or remove any existing military education data and to add new data for the Soldier.
Service Member's Group Life Insurance	Lists the selected Soldier's current SGLI election and allows you to add a new beneficiary, and to update or remove one or more existing beneficiaries.
Lost Time	Lists all the lost time data for the Soldier. Lost time is an unexcused absence, such as AWOL. You have the option to add lost time as well as to update or remove existing lost time data for the Soldier.
Field Determined Security Status	Allows you to add, update, and remove the Soldier's security clearance as well as the assignment and qualification status in the Personal Reliability Program.
Citizenship	Consists of the following functionality: • Naturalization—Allows you to add naturalization data for one or more Soldiers who became U.S. citizens through the process of naturalization. You also have the option to update or remove existing naturalization data for the Soldiers. • Non-U.S. Citizen—Allows you to add pertinent data for one or more Soldiers who are not citizens of the United States but who qualify as legal aliens. You also have the option to update or remove existing non-U.S. citizen data for the Soldiers.
Certification	Consists of the following functionality: • Professional Certification—Lists the professional certifications recorded in the database for the selected Soldier and allows you to add new certifications, or to update and remove existing certifications. • Technical Certification—Lists all technical certifications and corresponding data recorded in the database for the Soldiers. The technical certifications may range from technical, medical, financial, and other professional fields. You have the option to add new certifications and update and/or remove one or more existing certifications.
GI Bill	Allows you to record the Soldier's Montgomery GI bill eligibility status, including the college fund and Vietnam era GI bill programs. You have the option to update or remove existing GI bill eligibility data.
Assignment Considerations	Consists of the following functionality: • Assignment Considerations—Allows you to record and maintain the assignment data considered during the reassignment processing for one or more Soldiers. This module also maintains both CONUS and OCONUS assignment preferences and restrictions for enlisted Soldiers. • AEA—Allows you to add, update, or remove AEA data for a selected Soldier

Function	Description
Tests	Consists of the following functionality: • Army Physical Fitness Test—Allows you to record the detail of the Soldier's current physical fitness test result and weight control data obtained at the semiannual APFT/weigh-in. You may record whether the Soldier passes or fails his or her APFT. • Personnel Management Tests—Lists the details of the Personnel Management-sponsored tests that are administered by the Armed Forces to determine an individual's potential to perform skills in certain job classifications. You have the option to add, update, or remove personnel management test data. • ASVAB/AFCT Scores—Lists the more specialized Armed Services Vocational Aptitude Battery and Armed Forces Classification Test data. You have the option to add, update, or remove personnel management test data. • Weapons Qualification—Allows you to record the Soldier's qualified weapon type, qualification date, total number of hits for the weapon and the basic marksman qualification badge. You have the option to add, update, or remove weapons qualification data.
Military Occupational Specialty	Records the ranges of primary, secondary, and additional Military Occupational Specialties (MOS) as well as Additional Skill Identifiers (ASI), Skill Qualification Indicators (SQI), and language skills possessed by the selected Soldier. With the exception of primary MOS, you have the option to add new MOS designations or to update and remove existing designations for enlisted Soldiers from ranks E1 to E6. You have the option to view MOS designations for Soldiers from E7 and above.
Readiness	Displays the data pertaining to the Soldier's physical readiness for duty or deployment. Readiness data includes physical profile factors (PULHES), the date of the last physical exam, last HIV test, and Medical Readiness Classification (MRC) data.
Overseas Assignment Data	Allows you to update overseas assignment information for a selected Soldier.

Table 10–1: Personnel Services Functions

10.2   Personnel Accounting

The functional category of Personnel Accounting provides functions for strength accounting, strength balancing, mobilization, loss, transition, changes in duty status, and assignment.

Function	Description
Arrival	Consists of the following functionality: • Soldier Arrival—allows you to arrive one or more Soldiers to their units. *e*MILPO supports the sign-of-life concept that dictates that if a Soldier arrives on site, the system can arrive the Soldier without requiring the Soldier to be properly departed from the losing unit. Soldier Arrival allows the assignment types of CONUS, Local CONUS, and Local OCONUS. • OCONUS Arrival—allows you to arrive one or more Soldiers to OCONUS units and assignments • Arrival Date Correction—allows you to correct the arrival date and time for one or more Soldiers • Mass Arrival—*e*MILPO will notify you that Soldiers must be properly departed in the system or have assignment instructions prior to processing a mass arrival. This module allows you to arrive a group of Soldiers to a unit. • Revoke Arrival—allows you to process a revocation of a previous arrival for one or more Soldiers.
Attachment	Consists of the following functionality • Attach Soldier—lists all current and open attachments for the selected Soldier and allows you to add a new attachment. You have the option to further attach the Soldiers without terminating the previous attachments. This module will also allow you to process a release from attachment for the selected Soldier. • Mass Attachment—allows you to process an attachment for a group of Soldiers.
Slotting	Consists of the following functionality: Slotting – Authorized Documents—This allows you to slot one or more Soldiers by comparing the Soldiers' qualifications with the requirements of the authorization document. You have the option to slot, unslot, and reslot individual Soldiers or a group of Soldiers in batch-mode. This also supports the slotting of overstrength Soldiers to the paragraph level of detail. Slotting – No Authorized Documents—This allows you to add or update slotting type information, such as duty title, for a 999* series Soldier for whom there are no TAADS authorization documents.
Duty Status	This lists the 12 most current military duty statuses recorded for the Soldiers, including their effective date and time. You have the option to remove one or more existing statuses as well as add new statuses. The system will prompt you to confirm before changing a Soldier's military duty status.
Soldier Patient History	This allows you to view the patient tracking history for Soldiers within your UIC who are hospitalized.

Function	Description
Assignment History	Consists of the following functionality: • Assignment/Duty History—lists the current and previous military assignments, both CONUS and OCONUS, for the selected Soldier. The system also displays duty assignments during periods that the Soldier was attached. You have the option to add, update, or remove one or more assignment history data. If the Soldier's record shows an overlap of dates between assignments, you will need to update an existing assignment to correct the dates accordingly. • Tour Credits—allows you to update overseas assignment information for a selected Soldier. You have the ability to add, update, or remove overseas tour data.
Reserve Component Accounting	Allows you, if authorized, to mobilize members of the Guard and Reserve Component to active duty in the event of war, national emergency, or at the command of the President of the United States. Mobilization consists of the following functionality: • Soldier Mobilization—allows you to mobilize one or more Reserve Component Soldiers ordered to active duty from the Individual Ready Reserve (IRR), Individual Mobilization Augmentees (IMA), and Troop Program Units (TPU) on a one-by-one basis. • Soldier Demobilization—allows you to return the previously mobilized Soldiers to their components. • Unit Mobilization—allows you to mobilize a unit of the Guard or Reserve Component in the event of war or national emergency. • Unit Demobilization—allows you to return the previously mobilized units to their components. • Attach RC Soldiers/Operational Support (ADOS)—allows you to attach a member of the Reserve Component to an active Regular Army unit or an activated Guard or Reserve unit and to account for RC Soldiers serving on active duty for operational support.
DFR/DFS	This consists of the following functionality: • Drop from Rolls or Strength—allows you to drop one or more Soldiers from strength accountability of the Army for a variety of reasons. You also have the option to update the current drop from rolls or strength data for the selected Soldier. The system shall restrict the ability to execute a Drop from Rolls or Strength to an authorized user. • Return from DFR/DFS—allows you to return one or more Soldiers to the administrative control of the Army following a DFR/DFS action. The system will automatically update the Soldier's service dates based on the amount of lost time entered. • Revoke DFR/DFS—allows you to remove a previous DFR/DFS action if the Soldier was erroneously DFR'd. When you remove a DFR/DFS action for a Soldier, the Soldier's record is returned to its pre-DFR/DFS state.

Function	Description
Transition/Loss	This module consists of the following functionality: • Soldier Transition/Loss to the Army—allows you to transition enlisted Soldiers to commissioned officers, warrant officers, or to the Reserves or National Guard components of the Army. Soldiers may also be transitioned into a transfer or retirement status. Soldiers who leave the Active component of the Army without transitioning to either the Reserves or National Guard components, for a variety of reasons, are processed as a loss to the Army's strength. You also have the option to remove existing transition/loss data. • Mass Transition—allows you to transition a group of enlisted Soldiers who qualify for duty as commissioned or warrant officers.
PCS Departure	This module allows you to manually depart a Soldier from your unit and to revoke an erroneous departure for Soldiers in your unit.
RA Strength	The RA Strength component allows you to enlist a previously mobilized Soldier in to the regular Army, to recall a retiree to active duty, and to transition a Soldier to extended active duty. The RA Strength component allows you to perform the following functions: • Recall Retiree • Sanctuary/UCMJ • Enlistment Into RA
Casualty Affairs	The Casualty Affairs function allows you to process a loss event for a Soldier.

Table 10–2: Personnel Accounting Functions

10.3   Reassignments

The functional category of Reassignments provides functions for processing Soldier reassignments, including the scheduling and tracking of reassignment briefings.

- Schedule Briefing—allows you to assign reassignment briefing dates for a group of Soldiers.

- Briefing Attendance—allows you to record whether the Soldiers scheduled for reassignment briefings attended the briefings. You have the option to reschedule the reassignment briefings to another date if the Soldiers fail to attend.

- HQDA Reassignments—allows you to process the reassignment from one installation to another for one or more Soldiers. The system will calculate the Soldiers' departure date based on the entered data.

10.4　　　Promotions

The functional category of Promotions provides functions for advancement/reduction/correction actions and lateral appointments according to Military Personnel Classification (MPC).

Function	Description
Enlisted Reduction	This allows you to process a reduction in rank of one or more enlisted Soldiers at the rank of E2 to E9.
Lateral Appointment	This allows you to process the grade change of one or more enlisted Soldiers who have an approved lateral appointment action.
Promotion	This module allows you to process the promotion of E1 to E4 Soldiers based on Time in Grade (TIG) and Time in Service (TIS).
Deny Promotion	This allows you to record the commander's decision to block an automatic promotion to PV2, PFC, and SPC.
Deny Promotion List Auto Integration	This allows you to process the denial of automatic integration to the promotion list for the selected enlisted Soldier. You have the option to deny promotion list automatic integration for E4 Soldiers who meet the minimum time in service and time in grade requirements to be promoted to E5.
Special Category Promotion	This allows you to process the promotion of one or more enlisted Soldiers who fall into the category of "Special". This category includes Soldiers who attended Ranger training or other special schools. The Soldiers belonging to this category will not follow the same criteria for promotion eligibility as the majority of the active enlisted Soldiers.
Restore/Revoke Previous Rank	This allows you to process the restoration to the previous rank of a reduction only and the revocation of an erroneous data entry, promotion, or reduction.
Correct Date of Rank	This module allows you to correct the Soldier's current Date of Rank and Effective Date of Rank in the system.
Rank History	This lists all ranks recorded in the database for the selected Soldiers along with their Dates of Rank and Effective Dates of Rank. You have the option to add, update, or remove a rank history.
Enlisted Advancement Report (AAA-117)	This lists the Soldiers at the company level from E1 to E2 and E2 to E3 who are fully eligible for promotion, eligible for promotion with waiver, and not eligible for promotion.
Enlisted Promotion Report (AAA-294)	This lists the Soldiers at the battalion level from E4 to E5 and E5 to E6 who are fully eligible for promotion, eligible for promotion with waiver, and not eligible for promotion.

Table 10–3: Promotions Functions

10.5   Readiness

The functional category of Readiness provides an aggregate view of a unit's personnel, strength, and readiness status.

- Personnel Asset Visibility Report (PAVR)—Provides information related to a unit's readiness for deployment. The PAVR is the personnel portion of the USR. The report includes availability data for Soldiers assigned to the unit.

- Human Resource Authorizations Report (HRAR)—Displays the associations between authorizations and Soldiers within the unit. The UMR includes sections for slotted Soldiers and their authorizations, slotted overstrength Soldiers, unslotted Soldiers, unfilled positions, changed authorizations, and total Soldiers. The UMR also provides a cumulative total of one or more UICs.

- Soldier Availability Deployment Tracking—Tracks Soldiers who are unavailable for deployment. Soldier Availability Deployment Tracking includes the capability to add, update, and remove non-availability deployment data for a Soldier.

- Mass Soldier Availability Deployment Tracking—Allows you to process non-availability indicator details for selected Soldiers.

10.6   Workflow

The functional category of Workflow provides automatic notification to the units and authorized personnel of task actions they need to perform for Soldiers within the units under their authority. Workflow will also provide information relating to tasks and will allow the authorized user to view or forward tasks to other users as necessary.

Function	Description
Inbox	This lists tasks assigned to you and allows you to perform the following functions: delete task, forward task, open/view task, return task, and view audit log.
Delete Task	You have the option to delete a task that is currently assigned to you.
Forward Task	You have the option to forward a task that is currently assigned to you.
Open/View Task	You have the option to either open or view a task that is currently assigned to you.
Return Task	You have the option to return a task that was previously forwarded to you.
View Audit Log	You have the option to view the history of a specific workflow subject.
Outbox	This lists all workflow tasks that were originally assigned to you and have since been deleted, forwarded, or returned.
Delegate Role	This allows you, if authorized, to assign a workflow-related role from one user to another within your unit boundaries.

Table 10–4: Workflow Functions

10.7   System Services

The category of System Services provides user management capabilities for authorized users and allows access to related *e*MILPO documentation. The following options are available to you in the System Services module:

- System Administration—provides user and account management functions for authorized User Administrators.

- User Documentation—displays all user-related documentation for the *e*MILPO application, including:
  - Introduction to the *e*MILPO Application
  - System Requirements
  - Business Rules
  - *e*MILPO Terms
  - User Manual
  - Frequently Asked Questions

10.8   DTAS

The category of DTAS provides you with the ability to generate a DTAS Soldier Record data file in Extensible Markup Language (XML) format and to upload data from a Tactical Personnel System (TPS) TRN file.

10.9   PERSTEMPO

The PERSTEMPO category provides the ability to perform Congressionally-mandated tracking of Soldiers' deployed time away from home. The following options are available to you in the PERSTEMPO module:

- PERSTEMPO Unassociated Soldier Events—allows you to update or remove an unassociated event for a selected Soldier

- Individual Event—allows you to add, update, or remove an event for a selected Soldier.

- Mass Event—Mass Event consists of Mass Add, Mass Update, and Mass Removal. Mass Event functions allow you to work with multiple events at once. For instance, you can select several Soldiers and define an event to be created with the same parameters for all those Soldiers. Likewise, you can select several existing events and update them with common data changes, such as a change to their end dates. Finally, you can select several events and remove (cancel) them all at once.

- Outprocessing Report—The Outprocessing Report allows you to review and print a complete PERSTEMPO record for a selected Soldier.

- Threshold Management (which is not currently enabled)

- Pay Management (which is not currently enabled)

11.   SEARCH PROCESSES

The *e*MILPO application provides two methods to initiate a function: the Soldier Selection Page and Search by Single SSN. The Soldier Selection Page allows you to search for one Soldier or more than one Soldier for whom to perform the selected function. The Search by Single SSN method allows you to access the records for a particular Soldier and to perform multiple functions for that Soldier.

11.1   Building a Soldier List

The Soldier Selection page allows you to query the database and build a list of Soldiers for the working session. In most functional areas, you can search for Soldiers using one or more of the following criteria: SSN, Last Name, and UIC. Please refer to Section 11.1.2, Soldier Selection Process Variations, for information which functional areas use different search criteria.

The Soldier Selection page (shown in Figure 11–1, Soldier Selection [which shows the Soldier Selection page for the Emergency Notification function]) allows you to build a list of Soldiers for the working session. You can search for Soldiers using one or more of the following criteria:

- SSN—search by all nine digits of the SSN
- Last Name—search by the Soldier's last name
- UIC—search by the Soldier's UIC
- Assigned Soldiers—search for assigned Soldiers
- Attached Soldiers—search for attached Soldiers

Note: For the designated Casualty and Mortuary Affairs Operations Center (CMAOC) group of users, the build Soldier list will display Soldiers with a record status code of "X" (Deceased) in addition to those Soldiers with an active record status applicable to the selected function.

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Figure 11–1: Soldier Selection

Complete the following steps to build a Soldier list:

1. Expand the Search Criteria picklist and select a search criterion. You can select from the following choices: SSN (using all nine digits), Last Name, or UIC.

2. Enter a value for the selected criteria in the text-entry field below the Search Criteria picklist. The system permits wild card searches for Last Name only and accepts both uppercase or lowercase letters.

3. Click ADD to add the selected search criteria/value combination to the Selected Criteria text area. You may submit only one search criterion at a time.

4. When building the search criteria, you can select between "Assigned Soldiers" or "Attached Soldiers" to narrow the search results. The system defaults to "Assigned Soldiers".

5. You can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking DEL.

6. During the search criteria selection process, the system will validate the data entry and notify you of any of the following discrepancies:

   - ADD was clicked with no search criteria selected and/or no values entered in the text-entry field.

   - DEL was clicked with no selected criteria highlighted in the Selected Criteria text area.

   - The value for a search criterion entered was in an invalid format. For example, the UIC value entered was not the standard alphanumeric six-digit UIC format.

   - The search produced too many results. You are directed to refine the search by entering additional search criteria.

7. Alternatively, you can perform the following:

   - Click Reset to clear the text-entry field and the Selected Criteria text area. The system returns the location cursor to the text-entry field below the Search Criteria picklist.

   - Click Cancel to interrupt a lengthy or incorrect search request. The system retains the selected search criteria/value combinations and return the location of the cursor to the text-entry field below the Search Criteria picklist.

8. When all search criteria have been entered, click Search to begin the search process. The system will validate the data entry and notify you of any discrepancies, such as the following:

   - If Search was clicked with no criteria entered in the Selected Criteria text-entry field

   - If any entered values are invalid or do not exist in the database and, therefore, no Soldiers were found that match the selected criteria/value combinations, the system will display a message notifying you that invalid criteria were entered.

9. If there are no discrepancies in the search process, the system will list Soldiers that match the criteria in a table at the bottom of the page sorted by name. If no Soldiers match the criteria, the system will display a message in the first data row of the Soldier list table notifying you that no Soldiers were found.

10. If you choose to conduct an additional search using new search criteria, the system will add the Soldiers resulting from the search to the existing list and re-sort the Soldier list by name.

11. Select Soldiers by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all Soldiers. Click Deselect to deselect all Soldiers.

12. Click OK to proceed. The system will display the Emergency Notification Listing page for the first Soldier on the list.

13. Click Clear to remove all Soldiers from the Soldier list and restart the search process.

14. Click Close to exit the page without processing. The system will display the Main Menu.

15. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

11.1.1   *System Validations*

The system will validate data entry to ensure that it meets the following constraints:

   - The system shall ensure that dates are entered in yyyymmdd format.

- The system shall ensure that the UIC is a six-character alphanumeric code, that it is a valid UIC, and that it is within the user's hierarchy.

- The system shall ensure that SSNs are numeric and consist of nine numerals.

- The system will limit the return of a Last Name search to 400 Soldiers.

11.1.2   Soldier Selection Process Variations

The subsequent sections outline the functional areas that deviate from the standard search criteria used.

11.1.2.1   SEARCH CRITERIA PICKLIST

The following variations to the Search Criteria picklist are applicable:

- For Soldier Arrival, OCONUS Arrival, Revoke Arrival, and Attach Soldier, the available search criteria are SSN, Gaining UIC, and Report Date.

- For Arrival, Attachment, Reserve Component Accounting, DFR/DFS, Transition/Loss, and Reassignments, you cannot select between Assigned Soldiers and Attached Soldiers when building the search criteria.

- For Mass Arrival, the available search criteria are Gaining UIC and Report Date.

- For Mass Attachment and Mass Transition/Loss, the available search criterion is UIC.

- For Slotting No Authorized Documents, you may only select one Soldier for whom to update data.

- For Soldier Patient History, the available search criteria are SSN, UIC (returns a list of Soldiers from that UIC who are in the hospital only), Hospital, and Hospital Code.

- For HQDA Reassignments, the available search criteria are SSN, Last Name, UIC, Gaining UIC, Report Date, Requisition Month, EDAS Cycle, Personnel Service Center (PSC), and Military Personnel Classification (MPC).

- For Unassociated Soldier Events, the available search criteria are SSN and Last Name.

- For Individual Event, Mass Add, and the Outprocessing Report in the PERSTEMPO module, the available search criteria are SSN, UIC, and Last Name.

11.1.2.2   WILDCARD SEARCHES

The system will not permit wildcard searches in all Arrival, Attachment, and Mass Transition/Loss functions.

11.1.2.3   ACTION TYPE COLUMN

The following variations to the Action Type column are applicable:

- The Action Type column will not be available in all functional areas where the system generates a listing page.

- In areas that do not have an Action type column, Update and Remove actions will only be available if the Soldiers have an existing record in the system.

- In Restore/Revoke Previous Rank, the available actions will be Restore and/or Revoke.

- In OCONUS Arrival and Drop from Rolls or Strength, the available actions will be Add and/or Update.

11.1.2.4 SELECT SOLDIERS

For Assignment History, you may only select one Soldier at a time.

11.1.2.5 UIC SELECTION

For the Threshold Management function, you may select one or more UICs from your logon UIC hierarchy.

11.1.2.6 EVENT SELECTION

For the Mass Add and Mass Removal functions in the PERSTEMPO module, you may build a list of events to process.

11.2 Search by Single SSN

The Use Single SSN search option is available on the Main Menu. This function allows you to enter an SSN for a Soldier and perform *e*MILPO functions without building a Soldier list. You can perform multiple functions for the entered SSN without having to build a Soldier list for each function. To use the Use Single SSN search function, perform the following steps:

1. Check the Use Single SSN checkbox displayed on the Main Menu. Figure 11–2, Main Menu—Use Single SSN, shows the position of the check box.

Figure 11–2: Main Menu—Use Single SSN

2. The system displays the Enter SSN text-entry field (shown in Figure 11–3, SSN Field). Enter the Soldier's SSN.

Figure 11–3: SSN Field

3. Click on the Set link to the right of the text-entry field. The screen will redisplay the Main Menu with the Soldier's SSN—as shown in Figure 11–4, Single SSN Mode. You can now on the link to the function you wish to perform.

4. To cancel the Use Single SSN session, click the Clear Single SSN checkbox to the left of the Soldier's SSN. The SSN is cleared, and you are returned to the Main Menu.

Figure 11–4: Single SSN Mode

12.   PERSONNEL SERVICES

Personnel Services offers the following functional areas within *e*MILPO:

- Emergency Notification
- Personal—This includes the following:
  – Address
  – Name Change
  – Personal Data
  – Phone Number
  – SSN Correction
- Service/Miscellaneous Dates
- Military Spouse (MACP)
- Family Member
- Suspension of Favorable Personnel Actions
- Individual Awards
- Servicemen's Group Life Insurance
- Education—This includes the following:
  – Civilian Education
  – Civilian Degree
  – Military Education
- Lost Time
- Field Determined Security Status
- Citizenship—This includes the following:
  – Naturalization
  – Non-US Citizen
- Certification—This includes the following:
  – Professional Certification
  – Technical Certification
- GI Bill
- Assignment Considerations—This includes the following:
  – Assignment Considerations
  – AEA
- Tests—This includes the following:
  – Army Physical Fitness Test (APFT)
  – Personnel Management Tests
  – ASVAB/AFCT Scores
  – Weapons Qualification
- Military Occupational Specialty
- Readiness
- Overseas Assignment Data

Figure 12–1, Personnel Services Processes, provides a visual mapping of the processes associated with Personnel Services.

Figure 12–1: Personnel Services Processes

For Official Use Only
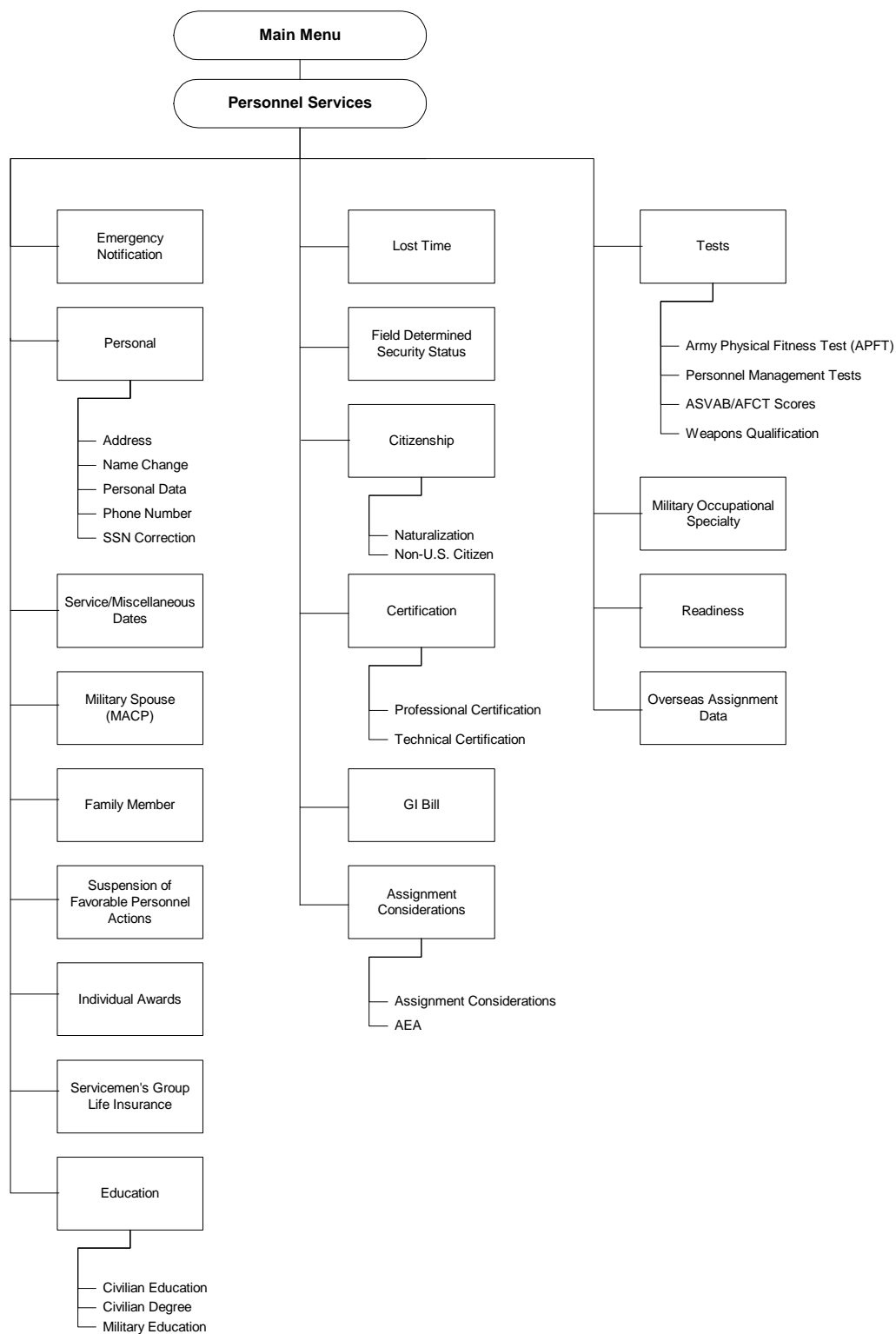
12.1   Emergency Notification

The Emergency Notification module allows you to add emergency notification or contact data for one or more Soldiers. The emergency notification data include family member and/or beneficiary data, location of will, commercial, and SGLI life insurance data. You have the option to update or remove one or more existing notification data. You also have the option to print Record of Emergency Data DD Form 93 for all successfully saved emergency notification entries. Figure 12–2, Emergency Notification Processes, illustrates the processes in the Emergency Notification module.
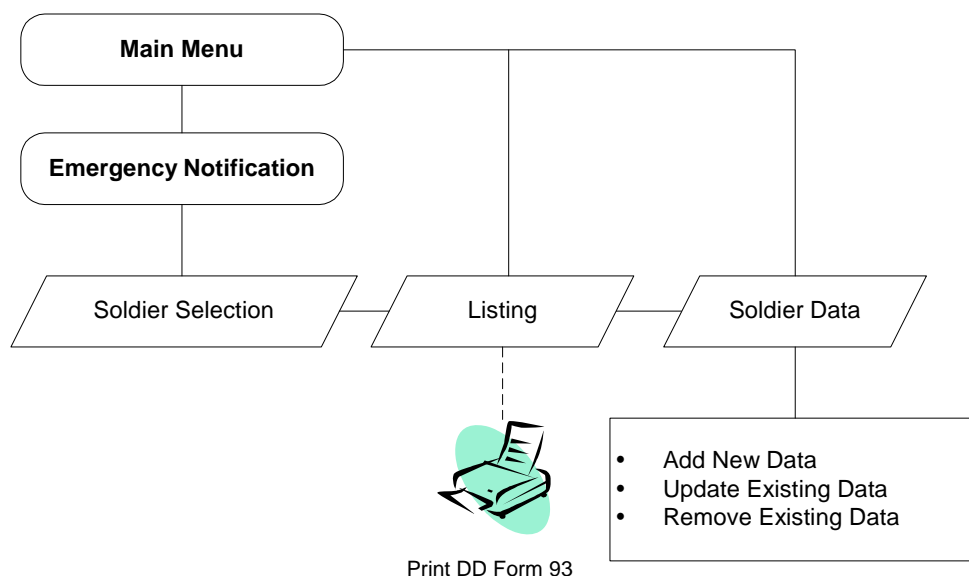
Figure 12–2: Emergency Notification Processes

To initiate the process of adding, updating, or removing Emergency Notification information, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Emergency Notification Listing page.

Note: The Emergency Notification Soldier selection process includes not only the Soldiers who have records on *e*MILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Emergency Notification Listing Page will list Soldiers who will not be listed elsewhere in *e*MILPO. The Soldier selection process will search for Soldiers who match your search criteria, including those Soldiers who have not been mobilized, RC Attached, or otherwise imported into *e*MILPO. This provides you with the ability to process an action for a National Guard or Reserve Soldier.

12.1.1   Emergency Notification Listing

The Emergency Notification Listing page—shown in Figure 12–3, Emergency Notification Listing—displays the selected Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers from the list. The system also displays all current emergency contact data for the selected Soldier. You can select to add, update, or remove emergency contact data.

Figure 12–3: Emergency Notification Listing

You can perform the following from this screen:

- The Date Prepared field is read-only. The date displayed is the current local system date.

- Enter the Date Verified in the standard yyyymmdd format.

- You have the option to click the View/Print DD Form 93 hyperlink to view or print all existing emergency contact data for the Soldier; this option displays and prints the form without the associated directions. You can click the View/Print DD Form 93 with Directions hyperlink to view and print the form with directions.

- You have the option to click the Generate/Print Spouse Notification Letter hyperlink to view or print the spouse notification letter.

- The system displays all emergency notification or contact data in the database for the selected Soldier.

- The Action column displays the available actions.

- The Status column is populated after you have completed all actions. The Status column will show your completed actions.

- The Category column indicates the type of emergency contact.

- The remaining columns: Name and Beneficiary Share reflect the details of the contact data.

12.1.1.1   ADD NEW EMERGENCY NOTIFICATION DATA

To add new emergency notification data, perform the following steps:

1. From the Listing page, expand the Add Emergency Notification category picklist and select a category of choice. You can choose from the available categories:

   - Spouse
   - Children
   - Father
   - Mother
   - Do Not Notify
   - Beneficiaries for Death Gratuity
   - Beneficiaries for Unpaid Pay/Allowances
   - Designated Person
   - Insurance
   - Additional Emergency Information

2. After the selection has been made click Submit to proceed. The system will display the Emergency Notification—Soldier Data page for the selected action and will loop through all selected actions. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and add any new notification data for the selected Soldier.

3. Alternatively, you can perform the following:

   - Click Next to proceed without saving. The system will detect data selected on the page and prompt you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and will return you to the Main Menu.

   - Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

If the Soldier has named a beneficiary for death gratuity other than his or her spouse, you must generate and print the spouse notification letter. See Section 12.1.1.3, Generate/Print Spouse

Notification Letter, for procedures on how to print the letter. To generate the spouse notification letter, click the Generate/Print Spouse Notification Letter hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter.

12.1.1.2   UPDATE OR REMOVE EXISTING EMERGENCY NOTIFICATION DATA

Expand the corresponding picklist in the Action column and select an action of choice. You can select to update or remove one or more listed notification data.

12.1.1.3   GENERATE/PRINT SPOUSE NOTIFICATION LETTER

If the Soldier has named a beneficiary for death gratuity other than his or her spouse, you must generate and print the spouse notification letter. To generate the spouse notification letter, click the Generate/Print Spouse Notification Letter hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter. **Note:** If there is no current address for the spouse in *e*MILPO, the system generates a message notifying the user that he or she must enter an address for the spouse using the Family Member function.

12.1.2   Emergency Notification—Soldier Data

This page allows you to add emergency notification data in one or more categories for the selected Soldier. The system displays the selected Soldier's rank, name, SSN, UIC, and selected Action as read-only.

12.1.2.1   SPOUSE CATEGORY—ADD MODE

In the Spouse category, you can designate the current spouse or other types of spouse information as notification data for the selected Soldier. Figure 12–4, Emergency Notification—Soldier Data (Spouse), shows the fields for entering spouse information.

Figure 12–4: Emergency Notification—Soldier Data (Spouse)

You can complete the following steps to add new notification data in the Spouse category:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the spouse is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to *e*MILPO by the DEERS interface. This is a required field.

2. Expand the required Family Member Status picklist and select an appropriate value. Table 12–1, Family Member Status Codes and Abbreviations, lists the values available for selection.

Codes	Abbreviations
D	DECEASED
L	LIVING
Z	UNKNOWN

Table 12–1: Family Member Status Codes and Abbreviations

3. Enter the Maiden Name, if available, and the required full Name of the spouse in the provided text-entry fields.

4. Expand the required Relationship picklist and select the appropriate value for the spouse. Table 12–2, Spouse Relationship Codes and Abbreviations, lists the values available from the picklist.

Codes	Abbreviations
01	Wife
02	Husband

Table 12–2: Spouse Relationship Codes and Abbreviations

5. If the spouse is a civilian, provide a Civilian Title in the text-entry field, if the data are available.

6. If the spouse is a member of the armed forces, provide a Military Grade from the corresponding picklist, if the data are available.

7. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

8. If applicable, select either the APO or FPO checkbox.

9. Enter the Street Address and City.

10. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

11. You can select another category from the Add Emergency Notification category picklist to add more contact data.

12. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Soldier Listing page, if one exists. If the current page is the last or only action, the system returns you to the Soldier Listing page and updates the Status column to show all completed actions.

13. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

14. Click Next to proceed to the next action selected from the Soldier Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the

current page is the last or only action, the system returns you to the Soldier Listing page and updates the Status column to show all completed actions.

15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.1.2.2   SPOUSE CATEGORY—UPDATE MODE

In the Update mode of an existing spouse record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save**.** The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close as outlined above.

12.1.2.3   SPOUSE CATEGORY—REMOVE MODE

In the Remove mode of an existing spouse record, the system displays the current values in the database for the selected Soldier as read-only. You can click Save to remove the record from the database. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing. You have the option to click Next or Close as outlined above.

12.1.2.4   CHILDREN CATEGORY—ADD MODE

The Children category allows you to process notification data for a child for the selected Soldier. Figure 12–5, Emergency Notification Soldier Data (Children), shows the Soldier Data screen layout for the Children category.

Figure 12–5: Emergency Notification Soldier Data (Children)

You can complete the following steps to add new notification data in the Child category:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the child is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to *e*MILPO by the DEERS interface. This is a required field.

2. Expand the Family Member Status picklist and select an appropriate value. This is a required field. Refer to Table 12–1, Family Member Status Codes and Abbreviations, for more details.

3. Enter the required Name in the provided text-entry field.

4. Expand the required Relationship picklist and select the appropriate value for the child. Table 12–3, Children Relationship Codes and Abbreviations, provides a list of the available values for this field.

Codes	Abbreviations
03	SON
04	DAUGHTER
13	STEPSON
14	STEPDAUGHTER
33	ADPTD-DAUGHTER
34	ADPTD-SON

Table 12–3: Children Relationship Codes and Abbreviations

5. Provide a Civilian Title in the text-entry field for the child, if the data are available.

6. If the child is a member of the armed forces, provide a Military Grade from the corresponding picklist, if the data are available.

7. Enter the Date of Birth in the provided text-entry field.

8. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

9. If applicable, select either the APO or FPO checkbox.

10. Enter the Street Address and City.

11. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

12. You can select another category from the Add Emergency Notification category picklist to add more contact data.

13. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to the next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and update the Status column to show all completed actions.

14. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

15. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

16. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you

to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.1.2.5 CHILDREN CATEGORY—UPDATE MODE

In the Update mode of an existing Children notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close as outlined above.

12.1.2.6 CHILDREN CATEGORY—REMOVE MODE

In the Remove mode of an existing Children notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist.

3. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.

4. You have the option to click Next or Close as outlined above.

12.1.2.7 FATHER CATEGORY—ADD MODE

In the Father category, you can designate or process notification data for a father or stepfather for the selected Soldier. Figure 12-6, Emergency Notification—Soldier Data (Father), shows the Soldier Data screen for the Father category.

You can complete the following steps to add new notification data in the Father category:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the father is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to *e*MILPO by the DEERS interface. This is a required field.

2. Expand the Family Member Status picklist and select an appropriate value. This is a required field. Refer to Table 12–1, Family Member Status Codes and Abbreviations, for more details.

3. Enter the required Name in the provided text-entry field.

4. Expand the required Relationship picklist and select the appropriate value for the father. Table 12–4, Father Relationship Codes and Abbreviations, lists the available codes for this field.

Codes	Abbreviations
06	FATHER
12	STEPFATHER

Table 12–4: Father Relationship Codes and Abbreviations

Figure 12–6: Emergency Notification—Soldier Data (Father)

5. Enter or edit the Civilian Title of the father, if the data are available.

6. If the father is a member of the armed forces, expand the Military Grade picklist and select the appropriate value, if the data are available. Table 12–5, Military Grade & Rank Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Rank	Abbreviations
B5	GA	GENERAL OF THE ARMY
C5	GEN	GENERAL
D5	LTG	LIEUTENANT GENERAL
E5	MG	MAJOR GENERAL
F5	BG	BRIGADIER GENERAL
G5	COL	COLONEL
H5	LTC	LIEUTENANT COLONEL
I5	MAJ	MAJOR
J5	CPT	CAPTAIN
K5	1LT	FIRST LIEUTENANT
L5	2LT	SECOND LIEUTENANT
H1	CW5	CHIEF WARRANT OFFICER FIVE
H5	CW4	CHIEF WARRANT OFFICER FOUR
N5	CW3	CHIEF WARRANT OFFICER THREE
05	CW2	CHIEF WARRANT OFFICER TWO
P5	W01	WARRANT OFFICER ONE
R1	SMA	SERGEANT MAJOR OF THE ARMY
R3	CSM	COMMAND SERGEANT MAJOR
R5	SGM	SERGEANT MAJOR
S5	1SG	FIRST SERGEANT
S6	MSG	MASTER SERGEANT
T6	PSG	PLATOON SERGEANT
T7	SFC	SERGEANT FIRST CLASS
U5	SSG	STAFF SERGEANT
V5	SGT	SERGEANT
W5	CPL	CORPORAL
W6	SPC	SPECIALIST
X5	PFC	PRIVATE FIRST CLASS
Y5	PV2	PRIVATE, TWO
Z5	PV1	PRIVATE, ONE

Table 12–5: Military Grade & Rank Codes and Abbreviations

7. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

8. If applicable, select either the APO or FPO checkbox.

9. Enter the Street Address and City.

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10. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

11. You can select another category from the Add Emergency Notification category picklist to add more contact data.

12. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page, updating the Status column to show all completed actions.

13. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

14. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page, updating the Status column to show all completed actions.

15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.1.2.8 FATHER CATEGORY—UPDATE MODE

In the Update mode of an existing father notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next, or Close as outlined above.

12.1.2.9 FATHER CATEGORY—REMOVE MODE

In the Remove mode of an existing father notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.

3. You have the option to click Next or Close.

12.1.2.10 MOTHER CATEGORY—ADD MODE

In the Mother category, you can designate or process notification data for a mother or stepmother for the selected Soldier. Figure 12–7, Emergency Notification—Soldier Data (Mother), shows the Soldier Data screen for the Mother category.

You can complete the following steps to add new notification data in the Mother category:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the mother is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to *e*MILPO by the DEERS interface. This is a required field.

Figure 12–7: Emergency Notification—Soldier Data (Mother)

2. Expand the Family Member Status picklist and select an appropriate value. This is a required field. Refer to Table 12–1, Family Member Status Codes and Abbreviations, for more details.

3. Enter the required name in the provided text-entry field.

4. Expand the required Relationship picklist and select the appropriate value for the mother. Table 12–6, Mother Relationship Codes and Abbreviations, provides the available values for this picklist.

Codes	Abbreviations
05	MOTHER
11	STEPMOTHER

Table 12–6: Mother Relationship Codes and Abbreviations

5. Enter or edit the Civilian Title of the mother if the data are available.

6. If the mother is a member of the armed forces, expand the Military Grade picklist and select the appropriate value if the data are available. Refer to Table 12–7, Military Grades & Ranks Codes and Abbreviations, for more details.

7. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

8. If applicable, select either the APO or FPO checkbox.

9. Enter the Street Address and City.

10. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

11. You can select another category from the Add Emergency Notification category picklist to add more contact data.

12. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to the next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

13. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

14. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.1.2.11   MOTHER CATEGORY—UPDATE MODE

In the Update mode of an existing mother notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next, or Close as outlined above.

12.1.2.12   MOTHER CATEGORY—REMOVE MODE

In the Remove mode of an existing mother notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. You can click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database.

3. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.

4. You have the option to click Next or Close as outlined above.

12.1.2.13   DO NOT NOTIFY CATEGORY—ADD MODE

In the Do Not Notify category, you can designate a family member to notify instead of the family member previously designated for emergency notification. Figure 12–8, Emergency Notification—Soldier Data (Do Not Notify), shows the Soldier Data screen for the Do Not Notify category.

You can complete the following steps to add new notification data in the Do Not Notify category:

1. The system stores the family member's record in the database for the Soldier in the Notify Instead category. Select a family member category to designate as Notify Instead in the event of emergency. This is a required field.

2. The system will populate the fields with the available data for that family member and will allow you to edit these data.

3. Enter or edit the required Name for the family member as necessary.

4. You can accept the value for the Relationship displayed or expand the picklist to choose an alternative relationship type. This is a required field. Table 12–7, Do Not Notify Relationship Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
1	FMLY MEMBER
2	NEIGHBOR
3	FRIEND
4	INSTITUTION
5	TRUSTEE
6	CUSTODIAN

Table 12–7: Do Not Notify Relationship Codes and Abbreviations

5. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

6. If applicable, select either the APO or FPO checkbox.

7. Enter the Street Address and City.

8. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

Figure 12–8: Emergency Notification—Soldier Data (Do Not Notify)

9. You can select another category from the Add Emergency Notification category to add more contact data.

10. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

11. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

12. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.1.2.14   DO NOT NOTIFY CATEGORY—UPDATE MODE

In the Update mode of an existing Do Not Notify category notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close as outlined in the previous section.

12.1.2.15   DO NOT NOTIFY CATEGORY—REMOVE MODE

In the Remove mode of an existing Do Not Notify category notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.

3. You have the option to click Next or Close.

12.1.2.15.1   SYSTEM VALIDATIONS

The individuals designated as "Do Not Notify" and "Notify Instead" must be two different persons.

12.1.2.16   BENEFICIARY

The Emergency Notification category of Beneficiary covers the following options:

- Beneficiaries for Death Gratuity
- Beneficiaries for Unpaid Pay/Allowances
- Designated Person category

12.1.2.17   BENEFICIARY CATEGORY—ADD MODE

The category of Beneficiary allows you to assign gratuity percentages to one or more beneficiaries in the event of the selected Soldier's death. Figure 12–9, Emergency Notification—Soldier Data (Beneficiaries), shows the Soldier Data screen for the Beneficiary category.

Figure 12–9: Emergency Notification—Soldier Data (Beneficiaries)

You can complete the following steps to add new notification data in the Beneficiary category:

1. The system stores all family member data currently recorded in the database for the Soldier in the Choose Family Member picklist. Expand the picklist and select the appropriate family member. Alternatively, you may provide the requested information for the family member.

2. The system will populate the fields with the available data for that family member and allow you to edit the fields.

3. You can accept the value for Relationship displayed or expand the picklist to choose an alternative relationship type. This is a required field.

4. Enter or edit the required Name of the family member.

5. Enter a number representing the percentage received by the beneficiary in the Percentage field. This is a required data.

6. Enter the Date of Birth in the provided text-entry field.

7. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

8. If applicable, select either the APO or FPO checkbox.

9. Enter the Street Address and City.

10. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

11. You can add another beneficiary or another emergency notification by selecting a category from the corresponding picklist**.**

12. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and update the Status column to show all completed actions.

13. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

14. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.1.2.17.1 SYSTEM VALIDATIONS

The following system validations exist for this function:

*   If the Soldier designates two or more beneficiaries, the sum of the beneficiaries' percentages must equal 100 percent. The system will prompt you in this event.

*   If you select a Relationship other than mother, father, brother, sister, half-brother, or half-sister, the system will produce a message notifying you that only the above may be designated as beneficiaries.

*   Emergency notification data cannot be added if the relationship of the individual to the Soldier is "FMLY MEMBER," unless that family member's data exist in the database.

12.1.2.18 BENEFICIARY CATEGORY—UPDATE MODE

In the Update mode of an existing Beneficiary category record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close.

12.1.2.19   BENEFICIARY—REMOVE MODE

In the Remove mode of an existing Beneficiary category notification record, the system displays the current values in the database for the selected Soldier as read-only.

To remove a record, perform the following steps:

1. Click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.

3. You have the option to click Next or Close.

12.1.2.20   INSURANCE—ADD MODE

In the Insurance category, the system displays the SGLI insurance amount for the selected Soldier as read-only. You can designate an insurance company as emergency notification data for the Soldier. Figure 12–10, Emergency Notification—Soldier Data (Insurance), shows the Soldier Data screen for the Insurance category.
You can complete the following steps to add new notification data in the Insurance category:

1. The system displays the Soldier's selected SGLI Insurance Amount as read-only.

2. Enter the Insurance Company Name to be notified in the provided text-entry field as required.

3. Enter the policy number with the above company in the Policy Number text-entry field as required.

4. You can select another category from the Add Emergency Notification category picklist to add more contact data.

5. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

6. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

7. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

8. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

Figure 12–10: Emergency Notification—Soldier Data (Insurance)

12.1.2.21   INSURANCE CATEGORY—UPDATE MODE

In the Update mode of an existing Insurance record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. You may click Next or Close.

12.1.2.22   INSURANCE CATEGORY—REMOVE MODE

In the Remove mode of an existing Insurance record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. You can click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist.   If the current action is the last or only action selected, the system returns you to the Listing page, updating the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.

3. You have the option to click Next or Close.

12.1.2.23 ADDITIONAL EMERGENCY NOTIFICATION CATEGORY—ADD MODE

The Additional Emergency Notification category allows you to process data related to the selected Soldier's personal affairs in the event of death. Figure 12–11, Emergency Notification—Soldier Data (Additional Emergency Information), shows the Soldier Data screen for the Additional Emergency Notification category.

Figure 12–11: Emergency Notification—Soldier Data (Additional Emergency Information)

You can complete the following steps to add new notification data in the Additional Emergency Notification category:

1. Select a Person Authorized to Direct Disposition of Soldier's Remains from the corresponding picklist. This is a required field.

2. You have the option of entering the Location of Will/Valuable Papers in free-form text.

3. Enter any pertinent General Remarks in free-form text.

4. You can add another emergency notification by selecting a category from the corresponding picklist**.**

5. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

6. Click Reset to clear all text-entry fields and return the other field elements to their defaults.

7. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

8. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.1.2.24 ADDITIONAL EMERGENCY NOTIFICATION CATEGORY—UPDATE MODE

In the Update mode of an existing Additional Emergency Information, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close.

12.1.2.25 ADDITIONAL EMERGENCY NOTIFICATION CATEGORY—REMOVE MODE

In the Remove mode of an existing Additional Emergency Information, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. You can click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, as outlined in Add mode.

3. You have the option to click Next or Close.

12.2   Personal

The category of Personal in Personnel Services offers the following functions:

- Address
- Name Change
- Personal Data
- Phone Number
- SSN Correction

Figure 12–12, Personal Processes, illustrates the processes in the Personal functional category.
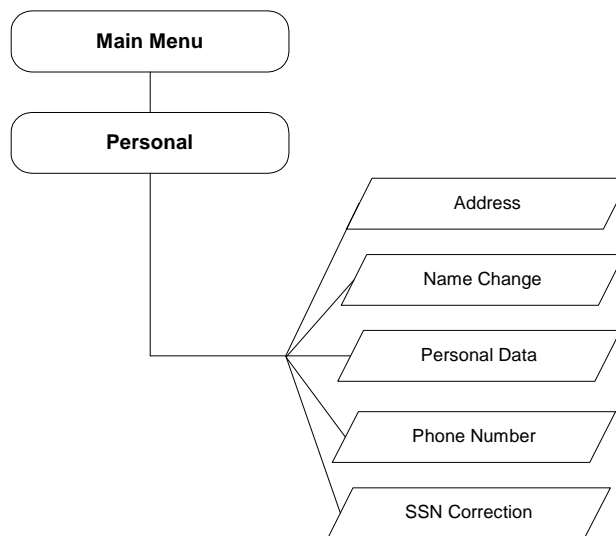
Figure 12–12: Personal Processes

12.2.1   Address

The Address module lists the available addresses recorded in the database for the selected Soldier. The types of addresses a Soldier may have include permanent residence as well as in-transit, post separation, next of kin, and many others. You have the option to add a new address, or update and remove one or more addresses. Figure 12–13, Address Processes, illustrates the processes in the Address module.

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                        ┌─────────────────┐
                        │    Main Menu    │─────────────┬──────────────┐
                        └─────────────────┘             │              │
                                │                        │              │
                        ┌─────────────────┐             │              │
                        │    Personal     │             │              │
                        └─────────────────┘             │              │
                                │                        │              │
                        ┌─────────────────┐             │              │
                        │    Address      │             │              │
                        └─────────────────┘             │              │
                                │                        │              │
        ╱─────────────────╱   ╱──────────╱   ╱──────────────╱
       ╱ Soldier Selection╱──╱  Listing  ╱  ╱  Soldier Data ╱
      ╱─────────────────╱   ╱──────────╱   ╱──────────────╱
                                │              │
                       ┌────────────────────────────┐
                       │  •   Add New Data          │
                       │  •   Update Existing Data  │
                       │  •   Remove Existing Data  │
                       └────────────────────────────┘
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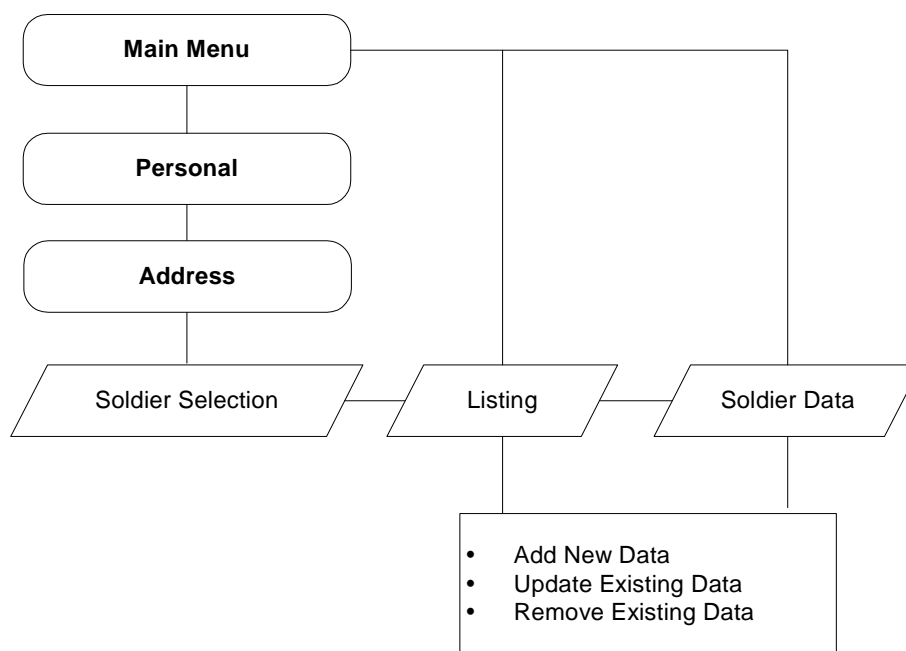
Figure 12–13: Address Processes

To initiate the process of adding, updating, or removing Address information, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Address Listing page.

12.2.1.1   ADDRESS LISTING

The Address Listing page—shown in Figure 12–14, Address Listing—displays all addresses that exist in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC as read-only as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system then lists all address types currently recorded in the database for the Soldier.

- The Action column displays the available actions.

- The Status column is populated after you have completed all actions. The Status column will show your completed actions.

- The Address Type column identifies the type of address for each address. An example of a type of address would be "Permanent Residence" or "Current Mailing."

- The Effective Date column indicates the calendar date that the listed address became effective.

Figure 12–14: Address Listing

12.2.1.1.1 UPDATE OR REMOVE ADDRESSES

You can update or remove one or more addresses on the Listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Section 12.2.1.1.2, Add Address, to complete the process.

12.2.1.1.2 ADD ADDRESS

Complete the following steps to add a new address:

1. Click the Add Address checkbox to add a new address.

2. Click Submit to proceed. The system will display the Address—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and adding any new address data for the selected Soldier.

3. Alternatively, you can do the following:

- Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and will return you to the Main Menu.

- Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.2.1.2   ADDRESS—SOLDIER DATA, ADD MODE

This page allows you to add a new address for a Soldier selected from the Address—Soldier Selection page. Figure 12–15, Address—Soldier Data, Add Mode, provides a sample of page. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier's position on the Soldier list along with the total number of Soldiers from the list.

Figure 12–15: Address—Soldier Data, Add Mode

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To add a new address for a selected Soldier, perform the following steps:

1. Expand the Address type picklist and select a value of choice. Table 12–8, Address Types Codes and Abbreviations, provides a list of the available values for this picklist. This is a required field.

Codes	Abbreviations
NK	NEXT OF KIN
EN	EMERGENCY NOTIFICATION
AD	ENTERED ACTIVE DUTY HOME OF RECORD
BF	BENEFICIARY
CE	CIVILIAN EMPLOYER
CM	CURRENT MAILING
CR	CURRENT RESIDENCE
DY	DUTY
FM	FAMILY MEMBER
LV	LEAVE
PM	PERMANENT MAILING

Table 12–8: Address Types Codes and Abbreviations

2. Enter the Effective Date of the address in the provided text-entry field.
3. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
4. If applicable, select either the APO or FPO checkbox.
5. Enter the Street Address and City.
6. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
7. You have the option to click the Enter Additional Addresses checkbox if there is more than one address to add.
8. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
9. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
10. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
11. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.2.1.2.1   SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The Address Type, Country, and Street Address are required fields.
- The City is required if the selected Country is other than the United States.
- The Country must be the United States if APO or FPO is selected.
- The City, State, and ZIP Code are required fields if the selected Country is the United States and APO or FPO is deselected.
- The Foreign Postal # is disabled if the selected Country is the United States.
- The State and ZIP Code are required fields if the selected Country is the United States.
- The City and Foreign Postal # are disabled if the selected Country is the United States.
- A street address must be provided for the Current Mailing address type.
- The address effective date for a family member, SGLI beneficiary, or emergency notification contact will not be displayed and will not be editable.

12.2.1.2.2   TAPDB TRANSACTION

If the selected address type is Personal Mailing, the system sends the following transactions to TAPDB:

- Transaction 4445: Personal Military Address to the Total Army Personnel Data Base (TAPDB).
- Transaction 4330: Miscellaneous Personal Data to TAPDB.

12.2.1.3   ADDRESS—UPDATE MODE

In the Update mode of an existing address record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send a transaction to TAPDB as outlined in Add mode.

12.2.1.3.1   SYSTEM VALIDATIONS

The system will not permit the revision of the Entered Active Duty address types.

12.2.1.4   ADDRESS—REMOVE MODE

In the Remove mode of an existing address record, the system displays the current values in the database for the selected Soldier as read-only. To remove an address for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database.
3. If you answer Yes, the system will remove the record and forward you to the next selected action from the Address Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action.
4. If you answer No, the system returns you to the current page for further processing.

5. You have the option to click Next or Close.

6. The system will send a transaction to TAPDB as outlined in Section 12.2.1.2.2, TAPDB Transaction.

12.2.1.4.1   SYSTEM VALIDATIONS

The system will not permit the removal of the Entered Active Duty address types.

12.2.2   Name Change

The Name Change module allows you to change one or more Soldiers' names in the database. Figure 12–16, Name Change Processes, illustrates the processes in Name Change.
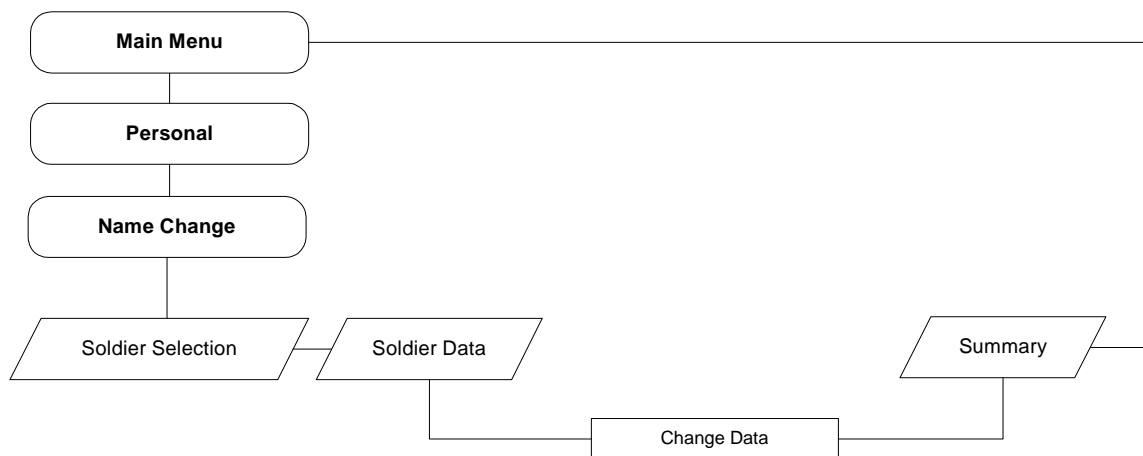
Figure 12–16: Name Change Processes

To initiate the process of adding, updating, or removing Name Change information, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Name Change—Soldier Data page.

12.2.2.1   NAME CHANGE—SOLDIER DATA

The Name Change—Soldier Data page (shown in Figure 12–17, Name Change—Soldier Data) displays the data currently in the database for the selected Soldier and allows you to change the Soldier's name. The system displays the selected Soldier's Rank, Name, SSN, and UIC along with the Soldier's position on the Soldier's list and the total number of Soldiers from the list.

Complete the following steps to process a name change for the selected Soldier:

1. The system prepopulates the fields with the current data that exist in the database for the selected Soldier. You can edit the First Name, Middle Name, and Last Name as necessary.

2. Enter a Suffix in the provided text-entry field if available.

3. Expand the Name Change Reason and select a value from "CORRECTION" or "LEGAL" to indicate the basis for the change.

4. Click Save to save the record. The system will update the Soldier's record and advance to the next Soldier, if any exist. If the current Soldier is the only or last Soldier from the Soldier

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list, the system generates the Name Change—Summary page, shown in Figure 12-18, Name Change—Summary.

Figure 12–17: Name Change—Soldier Data

5. Alternatively, you can perform the following:

   - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.

   - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.2.2.1.1   TAPDB TRANSACTIONS

The system sends Transaction 4999: Name Change.

12.2.2.2   NAME CHANGE—SUMMARY

The system displays all Soldiers successfully processed in the working session and their corresponding data (Rank, Name, SSN, UIC, and Name Change Reason). The summary page is shown in Figure 12–18, Name Change—Summary. You can view and/or print this page.

Figure 12–18: Name Change—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.2.3   *Personal Data*

The Personal Data module allows you to update the selected Soldier's personal data, including birth date, sex, ethnicity, religious-affiliation, and citizenship data. Figure 12–19, Personal Data Processes, illustrates the processes in Personal Data.
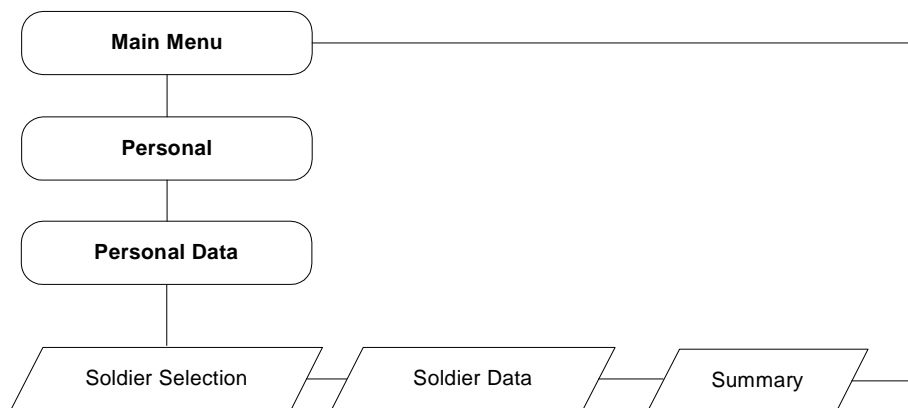
Figure 12–19: Personal Data Processes

To initiate the process of adding, updating, or removing a Soldier's personal data, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Personal Data—Soldier Data page.

12.2.3.1 PERSONAL DATA—SOLDIER DATA

The Personal Data—Soldier Data page—shown in Figure 12–20, Personal Data—Soldier Data—allows you to update the current personal data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and current UIC as read-only along with the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system populates the data elements with the values existing in the database for the selected Soldier. You have the option to accept the values or revise them as necessary.

Figure 12–20: Personal Data—Soldier Data

To change the personal data for a Soldier, perform the following steps:

1. Please note that Birth Date, Sex, Race, Country of Citizenship, and Country of Birth are required fields.

2. Expand the Disputed Privacy Act Amendment Decision and select DISAGREEMENT NO LONGER APPLIES or DISAGREEMENT SUBMITTED. This is to indicate whether the Soldier has submitted a statement disputing the Army's decision not to amend his or her automated personnel record or the disagreement no longer exists.

3. Click Save to save any changes to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the Personal Data—Summary page (shown in Figure 12–21, Personal Data—Summary) listing all completed actions. Alternatively, you can perform the following:

   - Click Next to skip this Soldier. The system will advance to the next Soldier from the Soldier list, if any exist. If you have performed any data entry on the page, the system will ask you to confirm that you do not want to save the data. If you answer Yes, the system will advance to the next Soldier. If you answer No, the system returns you to the current page for further processing.

   - Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.2.3.1.1   SYSTEM VALIDATIONS

The system shall ensure the minimum age for a Soldier shall be 17 years of age and the maximum age for a Soldier shall be 60 years of age.

12.2.3.1.2   TAPDB TRANSACTIONS

The system sends Transaction 4330: Miscellaneous Personal Data to TAPDB.

12.2.3.2   PERSONAL DATA—SUMMARY

This page displays a list of the Soldiers successfully processed in Personal Data and the corresponding Soldier data (Rank, Name, SSN, Birth Date, and Race). You have the option to view and/or print this page.

Figure 12–21: Personal Data—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.2.4   *Phone Number*

The Phone Number module lists the available phone numbers recorded in the database for the selected Soldier. The types of phone numbers a Soldier may have include Duty, Permanent Mailing, Emergency, and Home. You have the option to add a new phone number, or update and remove one or more existing phone numbers. Figure 12–22, Phone Number Processes, illustrates the processes in the Phone Number module.
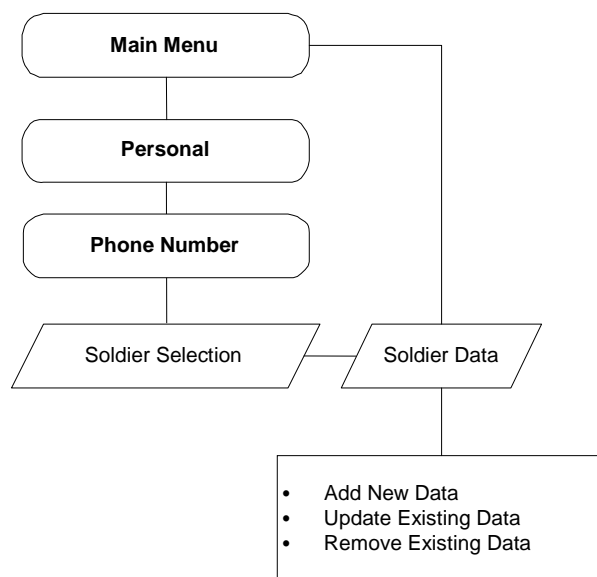
Figure 12–22: Phone Number Processes

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To initiate the process of adding, updating, or removing phone number information for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the soldiers for whom you wish to make changes, the system will display the Phone Number—Soldier Data page.

12.2.4.1 PHONE NUMBER—SOLDIER DATA

The Phone Number—Soldier Data page (shown in Figure 12–23, Phone Number—Soldier Data) lists all phone numbers that exist in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's position on the Soldier list as well as the total number of Soldiers from the list.

Figure 12–23: Phone Number—Soldier Data

12.2.4.1.1 UPDATING CURRENT PHONE NUMBERS

Under the heading of Current Phone Numbers, the system displays the available phone numbers in the database for the selected Soldier. The following fields and columns are available when updating a Soldier's phone numbers:

1. The Action column displays the available actions.

2. The Phone Number Type column identifies the types of phone numbers for each phone number listing. Phone Number Types include: Duty, Permanent Mailing, Emergency, and Home.

3. The Phone System column identifies whether the listed phone number is Commercial, Federal Communications Systems (FCS), or Defense Switched Network (DSN).

4. The Phone Number and Phone Extension columns display the details of the phone numbers.

5. You can expand the corresponding Action picklist to select Update and edit the displayed values for one or more phone numbers as necessary. Follow the steps described in Section 12.2.4.1.3, Add New Phone Numbers, to complete the process.

12.2.4.1.2   REMOVING CURRENT PHONE NUMBERS

You can expand the corresponding Action picklist and select Remove to remove one or more current phone numbers. Follow the steps described in Section 12.2.4.1.3, Add New Phone Numbers, to complete the process. The system will prompt you to confirm that the phone numbers are being removed from the Soldier's record. If you answer Yes, the system will remove the phone number and update the Soldier's record accordingly. If you answer No, the system returns you to the Listing page for further processing.

12.2.4.1.3   ADD NEW PHONE NUMBERS

You can complete the following steps to add a new phone number:

1. Under the heading of Add Phone Numbers, expand the Phone Number Type and select the appropriate value as required. Table 12–9, Phone Number Types Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
D	DUTY
E	EMERGENCY
P	PERMANENT MAILING
H	HOME

Table 12–9: Phone Number Types Codes and Abbreviations

2. Expand the Phone System picklist and select the appropriate values for a new phone number as required. Table 12–10, Phone System Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
C	COMMERCIAL
D	DEFENSE SWITCHED NETWORK (DSN)
F	FEDERAL COMMUNICATIONS SYSTEM (FCS)

Table 12–10: Phone System Codes and Abbreviations

3. Enter the required phone number and, optionally, a phone extension in the provided text-entry fields.

4. Click Submit to proceed. The system will save the data and update the Soldier's record.

5. Alternatively, you can perform the following:

   - Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.

   - Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.2.4.1.4 SYSTEM VALIDATIONS

The system performs the following validations for this function:

   - The system will not allow duplicative phone number types for the Soldier.

   - The system will ensure that phone numbers and phone number extensions contain only numeric characters.

12.2.4.1.5 TRANSACTIONS TO TAPDB

The system sends Transaction 4450: Telephone Number Data to TAPDB for Home Phone (Commercial) and Duty Phone (Commercial and DSN) for Enlisted, Commissioned Officers, and Warrant Officers.

12.2.5 SSN Correction

The SSN Correction module allows you to correct one or more Soldiers' SSN in the system. Figure 12–24, SSN Correction Processes, illustrates the processes in the SSN Correction module.
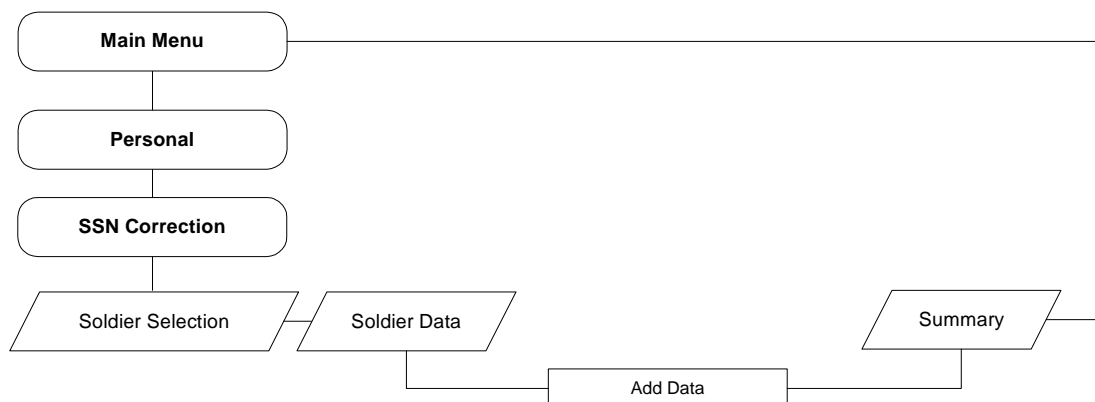
Figure 12–24: SSN Correction Processes

To initiate the process of correcting SSN information for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a

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Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Social Security Number Correction—Soldier Data page.

12.2.5.1   SOCIAL SECURITY NUMBER CORRECTION—SOLDIER DATA

The Social Security Number Correction—Soldier Data page (shown in Figure 12–25, Social Security Number Correction—Soldier Data) allows you to correct the selected Soldier's SSN in the system. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier's position on the Soldier list as well as the total number of Soldiers from the list.

Figure 12–25: Social Security Number Correction—Soldier Data

To correct a Soldier's SSN, perform the following steps:

1. Enter a corrected SSN in the provided text-entry field. This is a required field.

2. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the SSN Correction—Summary page (shown in Figure 12–26, Social Security Number Correction—Summary) listing all completed actions.

3. Click Reset to clear the text-entry field and start over.

4. Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.

5. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you

wish to terminate the working session. If you have saved any previous data, the system generates the SSN Correction—Summary page listing all completed actions. The system then returns you to the Main Menu.

12.2.5.1.1 SYSTEM VALIDATIONS

The system will validate that the SSN entered is not another Soldier's SSN.

12.2.5.1.2 TAPDB TRANSACTIONS

The system sends Transaction 5500: Social Security Number.

12.2.5.2 SOCIAL SECURITY NUMBER CORRECTION—SUMMARY

This page displays a list of the Soldiers successfully processed and the corresponding Soldier data (Status, Rank, Name, Old SSN, and New SSN). You have the option to view and/or print this page.

Figure 12–26: Social Security Number Correction—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.3 Service/Miscellaneous Dates

The Service Miscellaneous Dates module lists the relevant service-related dates pertaining to the Army career of the selected Soldier. Figure 12–27, Service/Miscellaneous Dates Processes, illustrates the processes in the Service/Miscellaneous Dates module.
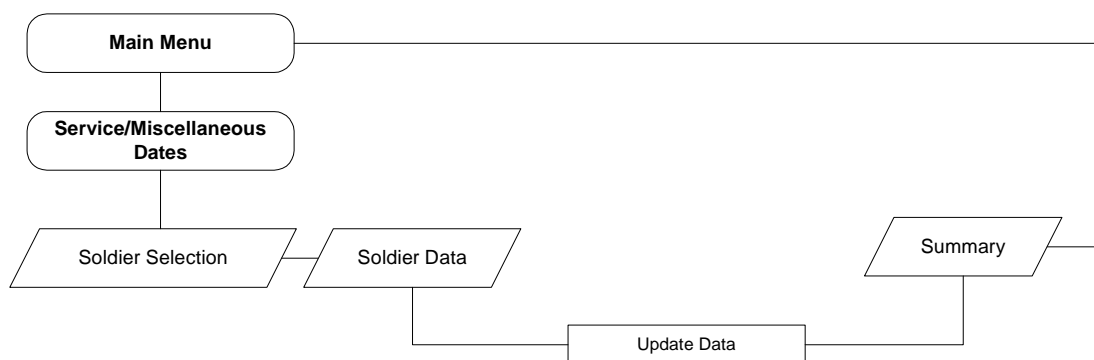
Figure 12–27: Service/Miscellaneous Dates Processes

To initiate the process of updating service/miscellaneous dates for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Service/Miscellaneous Dates—Soldier Data page.

12.3.1 Service/Miscellaneous Dates—Soldier Data

The Service/Miscellaneous Dates—Soldier Data page (shown in Figure 12–28, Service/Miscellaneous Dates—Soldier Data) displays the pertinent dates in the Army career of the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Complete the following steps to process Service/Miscellaneous Dates:

1. Please note that some of the data are top-fed and will be displayed as read-only. You will not be permitted to edit these fields.
2. The system displays the Date Initial Entry Military Service (DIEMS) as read-only. These data are top-fed and are not editable.
3. The system displays the Basic Officer Service Date/Basic Enlisted Service Date (BOSD/BESD) for enlisted Soldiers and allows the user to edit the date. The system will display the BESD as read-only for warrant officers and commissioned officers.
4. The system displays the Individual Personnel Data Verification Date if the data are available. Accept or edit the data as necessary.
5. The system displays the DROS date or None in the Date Returned from Overseas (DROS) field. You may enter a DROS for the Soldier's current or most recent overseas assignment or you may edit the DROS displayed. **Note:** The date entered for DROS cannot be more than 30 days greater or more than 30 days less than the date of the Soldier's most current assignment departure date, where the assignment is OCONUS.

Figure 12–28: Service/Miscellaneous Dates—Soldier Data

6. Expand the Delay in Separation Reason picklist and select a value of choice. Table 12–11, Delay in Separation Reason Codes and Abbreviations, provides a list of the available values for this picklist. **Note:** You cannot initially specify, change to, or change from a STOP LOSS value as the delay in separation reason; this is top down only.

Codes	Abbreviations
A	ADMINISTRATIVE REASON
C	CONFINEMENT
M	MEDICAL REASON
X	OTHER
F	SFPA
S	STOP-LOSS

Table 12–11: Delay in Separation Reason Codes and Abbreviations

7. Enter the MMRB Meeting Date in the provided text-entry field.

8. Expand the MMRB Determination picklist and select a value of choice. Table 12–12, MMRB Determination Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	RETAIN IN PMOS
B	RECOMMENDED RECLASSIFICATION
C	PROBATIONARY STATUS NTE 6 MONTHS
D	REFER TO PHYSICAL DISABILITY SYSTEM

Table 12–12: MMRB Determination Codes and Abbreviations

9. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the Service/Miscellaneous Dates—Summary page (shown in Figure 12–29, Service/Miscellaneous Dates—Summary) listing all completed actions.

10. Click Reset to clear the text-entry field and start over.

11. Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.

12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Service/Miscellaneous Dates—Summary page listing all completed actions. The system then returns you to the Main Menu.

12.3.1.1   SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system shall ensure that the Basic Officer Service Date/Basic Enlisted Service Date (BOSD/BESD) does not precede the Soldier's Birth Date plus 17 years.

- The system shall ensure that the Individual Personnel Data Verification Date does not precede the Date Initial Entry Military Service Date.

- The system shall ensure that the MMRB Meeting Date does not precede the Date Initial Entry Military Service Date.

- The system will not allow you to initially specify, change to, or change from a STOP LOSS value as the delay in separation reason; this is top down only.

- The DROS date entered must be in YYYYMMDD format and cannot be a future date.

12.3.1.2   TRANSACTION TO **TAPDB**

The system sends the following transactions to TAPDB:

- Transaction 4369: Date Returned from Overseas (DROS)

- Transaction 4251: MOS Medical Retention Board Data

12.3.2 Service/Miscellaneous Dates—Summary

This page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, UIC, DIEMS, BESD/BOSD, and DROS [Date Returned from Overseas]). You have the option to view and/or print this page.

Figure 12–29: Service/Miscellaneous Dates—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.4   Military Spouse (MACP)

The Military Spouse (MACP) module allows you to add military spouse data for the selected Soldier, or update and/or remove current spouse data. You also have the option to enroll the spouse into the MACP if the military spouse is a Soldier in the Regular Army and has not yet enrolled. Conversely, you can disenroll the military spouse if the spouse is already enrolled. Figure 12–30, Military Spouse (MACP) Processes, illustrates the processes in the Military Spouse (MACP) module.
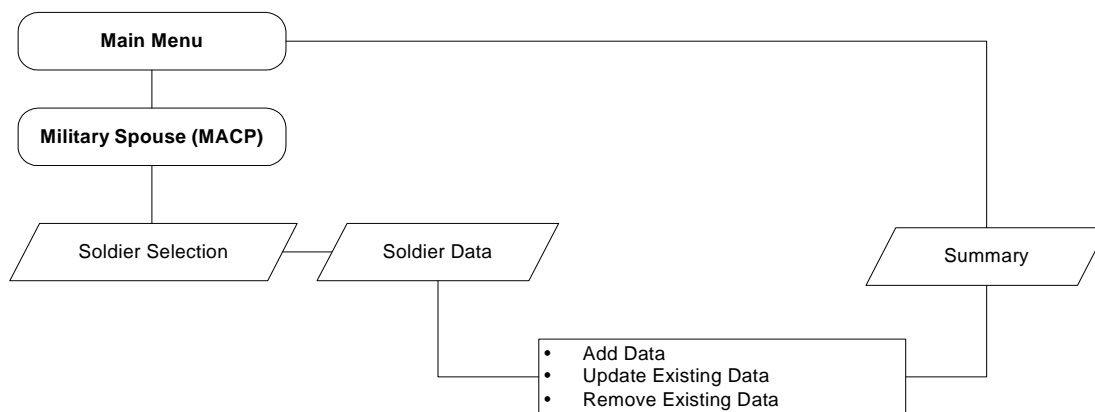
Figure 12–30: Military Spouse (MACP) Processes

To initiate the process of adding, updating, or removing military spouse (MACP) data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system will display the Military Spouse (MACP)—Soldier Data page. If the Soldier's Marital Status is Single, the system will prevent you from processing the Soldier.

12.4.1   Military Spouse (MACP)—Soldier Data—Add Mode

The Military Spouse (MACP)—Soldier Data page (shown allows you to add new data for the selected Soldier's spouse who is a member of the Armed Forces. If the military spouse is a Soldier in the Regular Army and is already enrolled in the Married Army Couples' Program (MACP), you have the option to disenroll the spouse as necessary. If the military spouse has not enrolled, you can enroll the spouse.

The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–31: Military Spouse (MACP)—Soldier Data—Add Mode

Complete the following steps to add military spouse data for the selected Soldier:

1. The spouse's SSN is displayed as read-only in the Spouse SSN field. This is a required field.

2. Select the Spouse's Branch of Service from the corresponding picklist. The available values for this picklist are shown in Table 12–13, Branch of Service Status Codes and Abbreviations. This is a required field.

Codes	Abbreviations
F	DEPARTMENT OF THE AIR FORCE
A	DEPARTMENT OF THE ARMY
N	DEPARTMENT OF THE NAVY
P	UNITED STATES COAST GUARD
M	UNITED STATES MARINE CORPS

Table 12–13: Branch of Service Status Codes and Abbreviations

3. Select the Spouse's Service Component from the corresponding picklist. The available values for this picklist are shown in Table 12–14, Service Component Codes and Abbreviations. This is a required field.

Codes	Abbreviations
G	NATIONAL GUARD
R	REGULAR
T	TEMPORARY
V	RESERVE
Z	UNKNOWN

Table 12–14: Service Component Codes and Abbreviations

4. Select the Spouse's Military Personnel Classification from the corresponding picklist. The available values for this picklist are shown in Table 12–15, MPC Codes and Abbreviations. This is a required field.

Codes	Abbreviations
C	ACADEMY CADET
O	COMMISSIONED OFFICER
E	ENLISTED
W	WARRANT OFFICER

Table 12–15: MPC Codes and Abbreviations

5. If the military spouse is a Soldier in the Regular Army and is already enrolled in the MACP, the system will display the enrollment date in the Married Army Couples Program (MACP) Enrollment Date field. In this event, you have the option to disenroll the spouse by clicking Disenroll in the MACP checkbox.

6. If the military spouse has not been enrolled in MACP, the system will display "N/A" in the Married Army Couples Program (MACP) Enrollment Date field. In this event, you have the option to enroll the spouse by clicking the corresponding checkbox.

7. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the Military Spouse (MACP)— Summary page—shown in Figure 12–32, Military Spouse (MACP)—Summary—which lists all completed actions.

8. Click Reset to clear the text-entry field and start over.

9. Click Next to proceed without saving. The system will detect data entry on the page and will prompt you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you

wish to terminate the working session. If you have saved any previous data, the system generates the Military Spouse (MACP)—Summary page listing all completed actions. The system then returns you to the Main Menu.

12.4.1.1   SYSTEM VALIDATIONS

The system will validate the spouse's data to ensure that the spouse's branch is "Department of the Army" and that the service component is "Regular" before enrolling the Soldier in the MACP. The spouse cannot be enrolled in MACP if he or she has not already been identified as a "FMLY MEMBER" in the database.

12.4.1.2   TRANSACTION TO **TAPDB**

The system sends Transaction 4395: Military Spouse Data to TAPDB.

12.4.2   Military Spouse (MACP)—Soldier Data—Update Mode

In the Update mode of an existing military spouse record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send transactions to TAPDB as outlined in Add mode. Alternatively, you can click Next or Close.

12.4.3   Military Spouse (MACP)—Soldier Data—Remove Mode

In the Remove mode of an existing military spouse record, the system displays the current values in the database for the selected Soldier as read-only. You can view the record and click Save to remove the record from the database.

1. The system will prompt you to confirm that the record is being removed from the database.

2. If you answer Yes, the system will remove the record and advance you to the next Soldier, if any exist. If the current Soldier is the last or only Soldier, the system generates the Military Spouse (MACP)—Summary page to display all soldiers successfully processed in the working session.

3. If you answer No, the system returns you to the current page for further processing.

4. You have the option to click Next or Close.

5. The system will send transactions to TAPDB as outlined in Add mode.

12.4.4   Military Spouse (MACP)—Summary

This page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, UIC, Spouse's SSN, MACP). You have the option to view and/or print this page.

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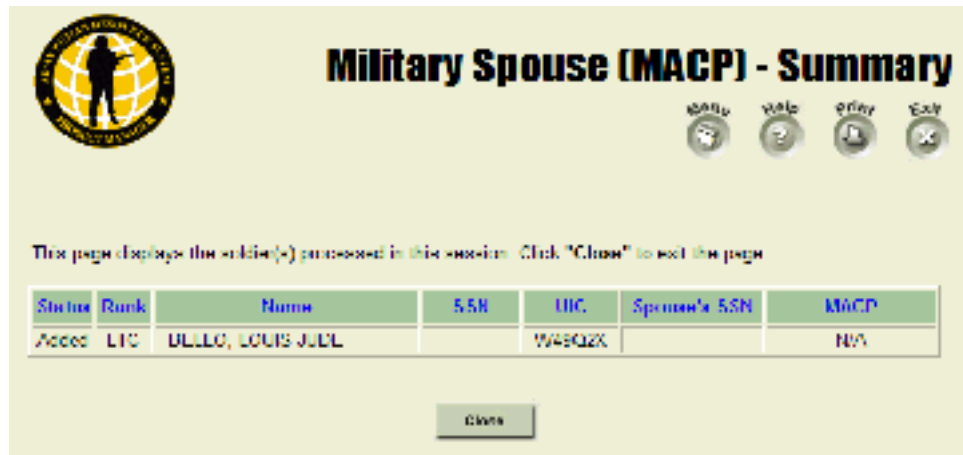
Figure 12–32: Military Spouse (MACP)—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.5   Family Member

The Family Member module allows you to add, update, or remove marital status and dependents data for one or more Soldiers. Figure 12–33, Family Member Processes, illustrates the processes in the Family Member module.
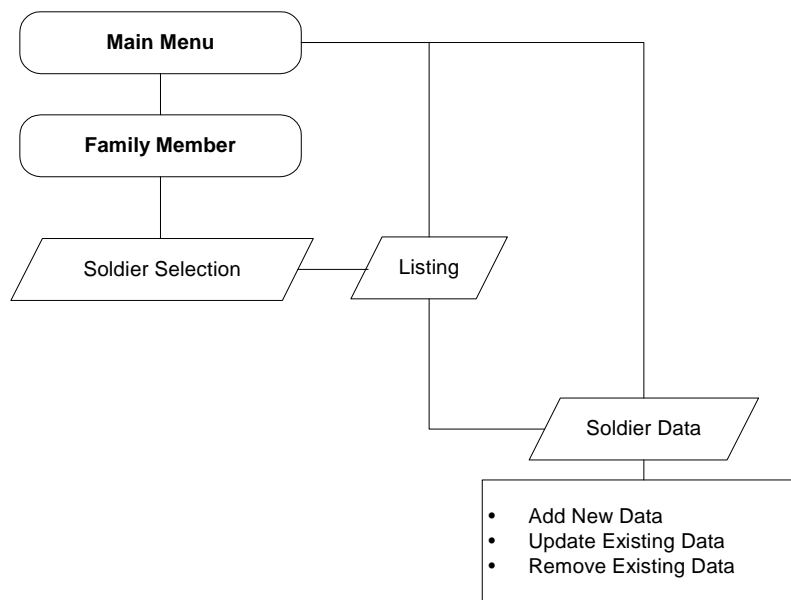
Figure 12–33: Family Member Processes

To initiate the process of adding, updating, or removing family member data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Family Member Listing page.

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Note: The Family Member Soldier selection process includes not only the Soldiers who have records on *e*MILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Family Member Listing Page will list Soldiers who will not be listed elsewhere in *e*MILPO. The Soldier selection process will search for Soldiers who match your search criteria, including those Soldiers who have not been mobilized, RC Attached, or otherwise imported into *e*MILPO. This provides you with the ability to process an action for a National Guard or Reserve Soldier.

12.5.1   Family Member—Listing

The Family Member Listing page—which is shown in Figure 12–34, Family Member—Listing—lists all family member data that exist in the database for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Figure 12–34: Family Member—Listing

Under the heading of Soldier Marital Data, the system displays the Soldier's current marital status, if the information is available, in the corresponding picklist and allows you to select an alternative value. The values available for the picklist are shown in Table 12–16, Marital Status Codes and Abbreviations. The system also displays the number of adult dependents and the number of child dependents as read-only, if the data are available.

Codes	Abbreviations
A	ANNULLED
D	DIVORCED
I	INTERLOCUTORY DECREE
L	LEGALLY SEPARATED
M	MARRIED
S	SINGLE
W	WIDOWED
Z	UNKNOWN

Table 12–16: Marital Status Codes and Abbreviations

Under the heading of Family Member Data, the system displays the following:

- The Action column indicates the valid actions.

- The Status column will show your completed actions.

- The Family Member Name and Relationship columns display corresponding details of the family member.

- The Dependent Indicator column indicates whether the individual is an Authorized dependent within DEERS or was created via *e*MILPO as a Non-Authorized dependent.

12.5.1.1 UPDATE OR REMOVE EXISTING FAMILY MEMBER DATA

To update or remove existing family member data, expand the corresponding Action picklist and select the action type of choice. **Note:** If you chose to remove a family member who is designated as an alternate POC, the system displays a message informing you that the person must first be removed as an alternate designee under Do Not Notify. **Note:** The system does not allow you to remove a family member who is designated as Person Authorized to Direct Disposition of Soldier's Remains. You must first remove the family member from the DD93 form.

12.5.1.2 ADD NEW FAMILY MEMBER DATA

To add new family member data, click on the Add Family Member checkbox. After all actions have been selected, perform the following steps:

1. Click Submit. The system will display the Family Member—Soldier Data page for the first selected action.
2. Click Next to skip this Soldier. The system will advance to the next Soldier on the Soldier list, if any exist.
3. Click Close to terminate the working session and return to the Main Menu.

12.5.1.3   REFRESH FAMILY MEMBER DATA

If family member and dependent data are missing, you can attempt to retrieve the data from DEERS using the Refresh button. To refresh family member and dependent data, perform the following steps:

1. From the Family Member Listing page, click the Refresh button.

2. The system displays a screen informing you that the process may take a minute to complete.

3. The screen prompts you to confirm that you want to continue. Click Yes to continue processing. Click No to return to the Family Member Listing page without refreshing the data.

4. After processing, *e*MILPO returns you to the Family Member Listing page and the current family member information as a result of the DEERS refresh. Any new family members retrieved from DEERS as a result of the refresh will appear on the updated Family Member Listing page. If a previously Authorized family member is not received from the DEERS refresh, then that family member will be shown as Not Authorized on the updated Family Member Listing page.

12.5.1.4   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the Marital Status field can only be changed from Single to Divorced, Interlocutory Decree, Legally Separated, or Widowed.

- The system shall ensure that the Marital Status field is not changed from Annulled, Divorced, Married, Interlocutory Decree, Legally Separated, or Widowed to Single.

12.5.1.5   SYSTEM UPDATES

If the Soldier's marital status changes to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier is enrolled in MACP, the system disenrolls the Soldier and the Soldier's spouse from the program.

12.5.1.6   TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB:

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated, the system updates the spouse's Marital Status to Divorced and sends Transaction 4320: Status, Spouse, and Dependent Data.

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier is enrolled in MACP, the system sends Transaction 4395 to remove the spouse's information from the database.

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier and spouse have the assignment consideration of "C8," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for both Soldiers.

- If the Soldier's Marital Status is changed to Married and the Soldier has the assignment consideration of "C9," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for the Soldier.

- The system sends Transaction 4320: Martial Status, Spouse, and Dependent Data whenever a Soldier's marital status is updated.

12.5.2   Family Member—Soldier Data—Add Mode

This page allows you to designate a family member for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and the selected Action type as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. Figure 12–35, Family Member—Soldier Data, Add Mode, provides an example of the Soldier Data—Add Mode screen for this category.

Figure 12–35: Family Member—Soldier Data, Add Mode

In the Family Member Data section, perform the following:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the family member is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to *e*MILPO by the DEERS interface. This is a required field.

2. Identify the relationship type from the Relationship picklist. The available values for this picklist are shown in Table 12–17, Relationship Codes and Abbreviations. This is a required field.

Codes	Abbreviations	Codes	Abbreviations
01	WIFE	02	HUSBAND
03	SON	04	DAUGHTER
05	MOTHER	06	FATHER
07	BROTHER	08	SISTER
09	MOTHER-IN-LAW	10	FATHER-IN-LAW
11	STEPMOTHER	12	STEPFATHER
13	STEPSON	14	STEPDAUGHTER
15	STEPBROTHER	16	STEPSISTER
17	HALFSISTER	18	HALFBROTHER
19	NEPHEW	20	NIECE
21	UNCLE	22	AUNT
23	GRANDMOTHER	24	GRANDFATHER
25	GRANDSON	26	GRANDDAUGHTER
27	GRT-GRNDMOTHER	28	GRT-GRNDFATHER
29	BROTHER-IN-LAW	30	SISTER-IN-LAW
31	DAU-IN-LAW	32	SON-IN-LAW
33	ADPTD-DAUGHTER	34	ADPTD-SON
35	COUSIN	36	FOSTER MOTHER
37	FOSTER FATHER	38	FOSTER DAUGHTR
39	FOSTER SON	40	GRT-GRDDAUGHTR
41	GRT-GRANDSON	42	GUARDIAN
88	OTHER		

Table 12–17: Relationship Codes and Abbreviations

3. Enter the Name for the family member in the provided text-entry field as required.

4. Provide the Maiden Name and SSN of the family member, if available.

5. Expand the required Status picklist and identify whether the family member's status is DECEASED, LIVING, or UNKNOWN.

6. Provide the Date of Birth, Country, City, State, and County of Birth if the data are available.

7. Enter "Y" or "N" in the optional Loco Parentis field to indicate whether there is a representative who acted in place of the Soldier's parents for a period of not less than 1 year at any time before the Soldier entered active duty.

8. In the Family Member Address/Phone section, complete the following:

9. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

10. If applicable, select either the APO or FPO checkbox.

11. Enter the Street Address and City.

12. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

13. You can check the corresponding checkbox to add additional family members for the Soldier.

14. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next selected action, if any exist. If the current page is the only or last action, the system returns you to the Listing page and updates the Status column to show all completed actions.

15. Click Reset to clear the text-entry field and start over.

16. Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then forward to the next action selected from the Listing page, if any exist. If the current page is the last action, the system returns you to the Listing page and updates the Status column to show all completed actions.

17. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.5.2.1 SYSTEM VALIDATIONS

The system will perform the following validations on the data entry:

- The system shall ensure that Authorized Dependents are not added. These family members are provided to *e*MILPO from the DEERS interface only.

- The system shall ensure that duplicate entries for Spouse do not exist and that a Spouse is not added if the Soldier's Marital Status is Single.

- The system shall ensure that the entry for Loco Parentis is either "Y" or "N."

- The system shall ensure that the SSN of the family member is not the same as the Soldier's SSN when adding family member information.

12.5.2.2 TRANSACTIONS TO **TAPDB**

The system sends transaction 4320: Marital Status, Spouse, and Dependent Data to TAPDB.

12.5.3 Family Member—Soldier Data—Update Mode

This page allows you to update family member data for a family member that was previously designated as an AUTH DEPN (Authorized Dependent) or NOT AUTH DEPN (Not Authorized Dependent) for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and the selected Action type as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. To update a record, perform the following steps:

1. The system also displays the values that currently exist in the database for the family member and allows you to edit those values.

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2. Click Save to save any changes. The system will validate and update your data entry. The system will send transactions to TAPDB. Alternatively, you can click Next or Close.

12.5.4   *Family Member—Soldier Data—Remove Mode*

This page allows you to remove a family member record for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action type as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. The system also displays the current values in the database as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database.

3. If you answer Yes, the system will remove the record and advance to the next selected action from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.

4. If you answer No, the system returns you to the current page for further processing.

5. You have the option to click Next or Close.

12.5.4.1   SYSTEM VALIDATIONS

The system performs the following validations on the data entry:

- The system shall ensure that a Spouse (Husband or Wife) family member is not removed if they are designated as a military spouse. You will be instructed to navigate to the Military Spouse (MACP) module to remove the military spouse designation before removing the family member.

- The system shall ensure that only NOT AUTH DEPN (non-dependent) members may be removed as a family member in *e*MILPO. AUTH DEPN (authorized dependent) family members may not be removed from *e*MILPO because of the DEERS interface.

- The system will not permit the removal of any family member who is a beneficiary associated with Emergency Notification or who is an SGLI beneficiary.

- The system will not permit the removal of any family member who is designated as "Do Not Notify" for Emergency Notification.

- The system shall ensure that the SSN of the family member is not the same as the Soldier's SSN when updating family member information.

12.5.4.2   TRANSACTIONS TO **TAPDB**

*e*MILPO sends the following transactions to TAPDB for the processing of Family Member data:

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated, the system updates the spouse's Marital Status and sends Transaction 4320: Status, Spouse, and Dependent Data.

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier is enrolled in MACP, the system sends Transaction 4395 to remove the spouse's information from the database and change the spouse's Marital Status.

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier and spouse have the assignment consideration of "C8," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for both Soldiers.

- If the Soldier's Marital Status is changed to Married and the Soldier has the assignment consideration of "C9," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for the Soldier.

- Otherwise, the system sends Transaction 4320: Marital Status, Spouse, and Dependent Data to TAPDB.

12.6 Suspension of Favorable Personnel Actions (SFPA)

The SFPA module maintains a record of personnel flagged for suspension of favorable personnel action. You have the option to initiate a new flag, update, and/or finalize or remove an existing flag as directed by the commander or HQDA. Figure 12–36, SFPA Processes, illustrates the processes in SFPA.
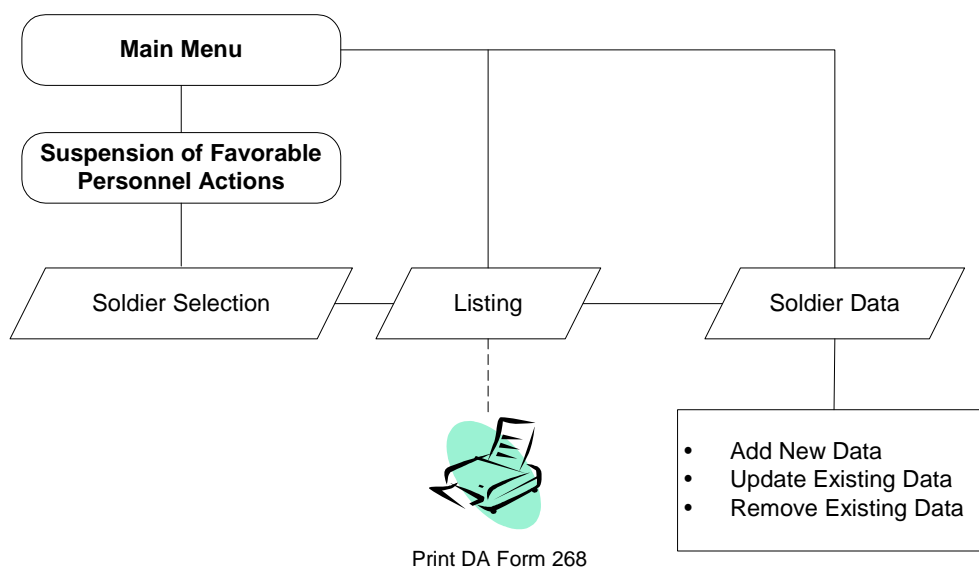
Figure 12–36: SFPA Processes

To initiate the process of initiating a new flag, or updating, finalizing, or removing an existing flag for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Suspension of Favorable Personnel Actions Listing page.

12.6.1 Suspension of Favorable Personnel Actions Listing

The Suspension of Favorable Personnel Actions Listing page lists all the SFPA flags that currently exist in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the

total number of Soldiers from the list. Figure 12–37, Suspension of Favorable Personnel Actions Listing, provides a sample listing page.

Figure 12–37: Suspension of Favorable Personnel Actions Listing

The listing page contains the following fields:

- The Action column displays the available actions: Update and Remove/Finalize.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Flag Type, Reason, Effective Date, and Expiration Date provide the details of each flag.
- After every successful action, the Report column will provide a hyperlink for you to click to view and/or print

12.6.1.1 UPDATE OR REMOVE/FINALIZE CURRENT SFPA FLAGS

You can update or remove/finalize one or more current SFPA flags on the Listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Initiate SFPA Flags to complete the process.

12.6.1.2 INITIATE SFPA FLAGS

Complete the following steps to initiate a new SFPA flag:

1. Click the Initiate SFPA Flag checkbox.

2. Click Submit to proceed. The system will display the SFPA—Soldier Data page for the first
    selected action from the Listing page. The system returns you to the Listing page after all
    selected actions are completed and update the Status column, listing all completed actions
    and adding any new data for the selected Soldier.

3. Alternatively, you can perform the following:

    *   Click Next to proceed to the next Soldier on the list, if any exist. The system will detect
        data selection on the page and prompt you to save or discard the data. If the current page
        is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

    *   Click Close to terminate the working session. The system will detect data selection on
        the page and prompt you to save or discard the data. The system also prompts you to
        confirm that the working session is being terminated and will return you to the Main
        Menu.

12.6.2   Suspension of Favorable Personnel Actions—Soldier Data—Add Mode

The Suspension of Favorable Personnel Actions—Soldier Data page allows you to initiate a new
SFPA flag for the selected Soldier. The system displays the selected Soldier's Rank, Name,
SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of
Soldiers from the list. Figure 12–38, Suspension of Favorable Personnel Actions—Soldier
Data—Add Mode, provides a sample of the Soldier Data page for this function.

**Figure 12–38: Suspension of Favorable Personnel Actions—Soldier Data—Add
Mode**

Complete the following steps to initiate a SFPA flag for the selected Soldier:

1. Expand the Flag Reason picklist and select the appropriate choice to indicate the basis for the suspension. Table 12–18, SFPA Reason Codes and Abbreviations, lists the available values for this picklist. This is a required field.

Codes	Abbreviations
A	ADVERSE-ACTION
B	ELIMINATION-FIELD INITIATED
C	REMOVAL FROM SELECTION LIST—FIELD INITIATED
D	REFERRED—OFFICER EVALUATION REPORT
E	SECURITY—VIOLATION
F	REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED
J	ARMY PHYSICAL FITNESS TEST FAILURE
K	ENTRY INTO WEIGHT-CONTROL-PROGRAM
G	HQDA DIRECT REASSIGNMENT (ADVERSE ACTION)
H	PUNISHMENT PHASE (ADVERSE ACTION)
X	OTHER
P	CDR DECISION TO BLOCK AUTOMATIC PROMOTION TO PV2, PFC & SPC

Table 12–18: SFPA Reason Codes and Abbreviations

2. Provide the Effective Date (a required field) and Expiration Date for the flag.

3. Provide any pertinent remarks for the flag in the Remarks text area.

4. To initiate an additional flag, check the Initiate Additional SFPA Flag checkbox.

5. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

6. Click Reset to clear the fields and reset the selections to their original values.

7. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.6.2.1   SYSTEM VALIDATIONS

The system performs the following validations on the data entry:

- The system shall ensure that the Expiration Date does not precede the Soldier's Basic Active Service Date or the Effective Date.
- The system shall ensure that the Effective Date cannot be after the current date.

- The system shall not allow an SFPA reason code of "F" (REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED). This flag is processed and/or submitted by the Top of the System (TOS) only.

- The system shall allow an SFPA reason code of "P" (CDR DECISION TO BLOCK AUTOMATIC PROMOTION TO PV2, PFC & SPC) to be processed for Soldiers with a current rank of PV1, PV2, or PFC only.

- The system shall allow an SFPA reason code of "D" (REFERRED OFFICER EVALUATION REPORT) to be processed for enlisted Soldiers only.

12.6.2.2   SYSTEM UPDATES

For the first SFPA flag initiated for a Soldier, the system shall add an assignment consideration of "P1 (SUSPENSION OF FAVORABLE PERSONNEL ACTIONS [FLAGGED])" for the Soldier.

When an SFPA flag of "AA" or "BA" is initiated, the system shall open a Non-Available record and send an outgoing 4456 transaction.

12.6.2.3   TRANSACTIONS TO TAPDB

The system sends the following transactions depending on the nature of the SFPA flags:

- Transaction 4215: Suspension of Favorable Personnel Actions Data for all reason codes except "F" (REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED)

- Transaction 4365: Immediate Reenlistment Prohibition Data

- Transaction 4375: Assignment Eligibility and Availability Data

- Transaction 4456: Deployment Non-Availability

- Transaction 4765: Assignment Considerations

12.6.3   Suspension of Favorable Personnel Actions—Soldier Data—Update Mode

This page allows you to update a current SFPA flag for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

1. The system displays the Flag Reason and Effective Date for the selected SFPA as read-only. You may not edit these fields.

2. The system defaults the Expiration Date and Remarks to the current values in the database for the Soldier. You may accept or modify these fields as necessary.

3. You may select to initiate an SFPA flag by checking the corresponding checkbox as necessary.

4. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

5. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to either save or discard the data.

6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

7. The system sends transactions to TAPDB as outlined in Add mode.

12.6.3.1   SYSTEM UPDATES

The system shall not send a 4215 transaction to TAPDB when updating an SFPA flag. Process type "3" (change) does not apply. If the date, reason, or type of report is erroneously reported, the erroneous information must be deleted and the correct data submitted.

12.6.4   *Suspension of Favorable Personnel Actions—Soldier Data— Remove/Finalize Mode*

This page allows you to remove/finalize a current SFPA flag for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. Figure 12–39, Suspension of Favorable Personnel Actions—Soldier Data Remove Mode, provides a sample of the Soldier Data page for the remove/finalize action.

Figure 12–39: Suspension of Favorable Personnel Actions—Soldier Data Remove Mode

To remove/finalize an SFPA flag for a Soldier, perform the following steps:

1. Select a Flag Type from the corresponding picklist indicating the type of finalization for the flag. Table 12–19, SFPA Flag Type Codes and Abbreviations, provides a list of available values for this picklist. This is a required field.

Codes	Abbreviations
C	FINAL—FAVORABLE REPORT
D	FINAL—UNFAVORABLE REPORT
E	FINAL—OTHER REPORT
Z	DELETE—ERRONEOUS FLAG

Table 12–19: SFPA Flag Type Codes and Abbreviations

2. The system displays the Flag Reason as read-only.
3. Enter an Effective Date for the flag. This is a required field.
4. Enter any pertinent Remarks in the provided text area.
5. Click Save to remove the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
6. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system will send transactions to TAPDB as outlined in Add mode.

12.6.4.1   SYSTEM VALIDATIONS

The system shall delete all finalized/removed SFPA flags from the database except those for report type "E" (FINAL—OTHER REPORT) and reason code "K" (ENTRY INTO WEIGHT-CONTROL-PROGRAM). These flags shall be updated with the finalized information and stored in the database for 3 years from the date the flag was finalized.

12.6.4.2   SYSTEM UPDATES

Upon removal of the last SFPA flag for a Soldier, the system shall delete the assignment consideration of "P1" (SUSPENSION OF FAVORABLE PERSONNEL ACTIONS [FLAGGED]) associated with the Soldier. For each SFPA flag finalized/removed, the system will not send a 4215 (SFPA) transaction to TAPDB for reason code "F" (REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED).

When an SFPA flag of "AA" or "BA" is finalized, the system shall end the Non-Available record and send an outgoing 4456 transaction.

12.6.4.3 TRANSACTION TO **TAPDB**

Upon removal of the last SFPA flag finalized/removed for a Soldier, the system shall send a 4765 (Assignment Consideration) transaction to TAPDB. The assignment consideration code for the transaction will be "P1" (SUSPENSION OF FAVORABLE PERSONNEL ACTIONS [FLAGGED]).

12.7 Individual Awards

The Individual Awards module lists the military decorations that the Soldier has received in his or her Army career. These may include awards and decorations associated with battles and expeditionary campaigns in which the Soldier participated. You have the option to add new awards, or update and/or remove existing awards. Figure 12–40, Individual Awards Processes, illustrates the processes in Individual Awards.
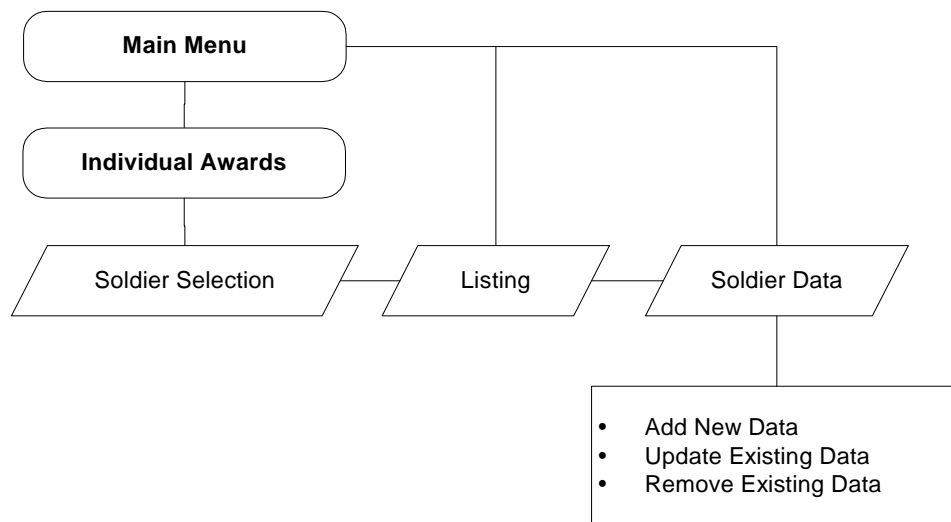
Figure 12–40: Individual Awards Processes

To initiate the process of adding, updating, or removing individual awards for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Individual Awards—Listing page.

12.7.1 Individual Awards—Listing

The Individual Awards—Listing page (shown in Figure 12–41, Individual Awards—Listing) lists all military awards recorded in the database for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Figure 12–41: Individual Awards—Listing

The following fields are available on the page:

- The Action column indicates the valid actions.
- The Status column will show your completed actions.
- The Award Type and Effective Date columns provide the details of the awards.

12.7.1.1   UPDATE OR REMOVE EXISTING AWARD DATA

To update or remove one or more existing awards, expand the corresponding Action picklist and select the action type of choice.

12.7.1.2   ADD NEW AWARD DATA

To add new award data, perform the following steps:

1. Check the corresponding checkboxes to add an Individual Award or to Update Medal Eligibility Dates.
2. Click Submit. The system displays the Individual Awards—Soldier Data page for the first selected action.
3. Click Next to proceed without saving. The system advances to the next Soldier on the Soldier list, if any exist.
4. Click Close to terminate the working session and return to the Main Menu.

12.7.2   Individual Awards—Soldier Data—Individual Awards—Add Mode

This page allows you to add an individual award for the selected Soldier. The Soldier Data screen for this function is shown in Figure 12–42, Individual Awards—Soldier Data—Individual Award. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Figure 12–42: Individual Awards—Soldier Data—Individual Award

To add an individual award for a Soldier, perform the following steps:

1. Expand the required Award category picklist and select an appropriate choice. Table 12–20,
    Award Category Codes and Abbreviations, provides a list of the available values for this
    picklist. **Note:** Some award categories, such as Identification Badge, have limits on the
    number of such awards that may be entered. If you enter a new award that exceeds the limit,
    *e*MILPO displays an error message.

Codes	Abbreviations
CASAWD	CAMPAIGN AND SERVICE AWARD
CBTSPB	COMBAT AND SPECIAL SKILL BADGE
FORNAW	FOREIGN AWARD
IDETBD	IDENTIFICATION BADGE
MILDEC	MILITARY DECORATION
NMLDCN	NONMILITARY DECORATION
UNTAWD	UNIT AWARD

Table 12–20: Award Category Codes and Abbreviations

2. Expand the required Award Type picklist and select an appropriate choice.

3. Select the appropriate value from the Basic Marksmanship Qualification Badge picklist. This field is required when the Combat and Special Skill Award category and the Basic Marks Qual Badge type are selected for Award Types: CBTSPBQA through CBTSPBQR, CBTSPBQS through SBTSPBQZ, CBTSPBUZ, CBTSPBRA, CBTSPBRB. **Note:** If the Soldier already has a Basic Marksmanship Qualification for the same weapon type, eMILPO displays a message informing you that adding the new badge will remove the existing badge. Click Yes to continue and overwrite the existing badge.

4. Enter an Award Effective Date in the provided text-entry field. This is a required field.

5. Provide a corresponding Order Number, if the information is available.

6. Check the Add Individual Award checkbox to add another award as needed.

7. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

8. Click Reset to clear the fields and reset the selections to their original values.

9. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

12.7.2.1   TRANSACTION TO **TAPDB**

The system sends the following transactions to TAPDB, depending on the kind of award entered:

- Transaction 4431: Military Decoration Data
- Transaction 4432: Campaign and Service Award Data
- Transaction 4434: Identification Badge Data
- Transaction 4435: Foreign Military Award Data
- Transaction 4437: Nonmilitary Decoration Data
- Transaction 4433: Combat and Special Skills
- Transaction 4436: Unit Award

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12.7.3 Individual Awards—Soldier Data—Update Mode

This page allows you to update a current good conduct medal or other individual awards for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system also displays the heading of Individual Awards for the purpose of verification. To update individual awards data for a Soldier, perform the following steps:

1. The system displays the current award data and allows you to edit the data as necessary.
2. Click Save to save the current record. The system will validate your data entry and update the database. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.7.2.1, Transaction to TAPDB.

12.7.4 Individual Awards—Soldier Data—Remove Mode

This page allows you to remove an existing individual award for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system also displays the heading of Individual Awards for the purpose of verification. To remove individual awards data for a Soldier, perform the following steps:

1. The system displays the current award data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.7.2.1, Transaction to TAPDB.

12.7.5 Individual Awards—Soldier Data—Update Medal Eligibility Dates

This page allows you to update the good conduct medal eligibility date and the Armed Forces Reserve medal date for the selected Soldier. Figure 12–43, Individual Awards—Soldier Data— Update Medal Eligibility Dates, provides a sample Soldier Data page for this screen. The system

displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. The system displays the heading of Update Medal Eligibility Dates for verification purposes.

Figure 12–43: Individual Awards—Soldier Data—Update Medal Eligibility Dates

To update medal eligibility dates for a Soldier, perform the following steps:

1. The system displays the Soldier's Basic Enlisted Service Date and the Soldier's Last Good Conduct Medal Award Date as read-only, if the information is available.

2. You may update the Good Conduct Medal Award Date in the provided text-entry field as necessary.

3. You may also provide the Armed Forces Reserve Medal Eligibility Yr/Mo date in yyyymm format in the provided text-entry field.

4. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

5. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.7.5.1   SYSTEM VALIDATIONS

The system performs the following validations on the data entry:

- The Award Date cannot be before the Date Initial Entry Into Military Service (DIEMS).

- The system will automatically calculate a Soldier's eligibility date to receive an individual award as 3 years from the Last Good Conduct Medal Award Date.

- The Good Conduct Medal Eligibility Date is applicable for enlisted Soldiers only.

- The Good Conduct Medal Eligibility Date can be no more than 3 years from the current system date.

- The Armed Forces Reserve Medal Eligibility Yr/Mo can be no more than 10 years from the current system date.

12.8   Servicemen's Group Life Insurance

The Servicemen's Group Life Insurance (SGLI) module allows you to process SGLI coverage and election for one or more Soldiers. The SGLI is in effect throughout the period of full-time active duty or active duty for training. Coverage continues for 120 days following the Soldier's separation or release from the Army. Figure 12–44, SGLI Processes, illustrates the processes in the SGLI module.
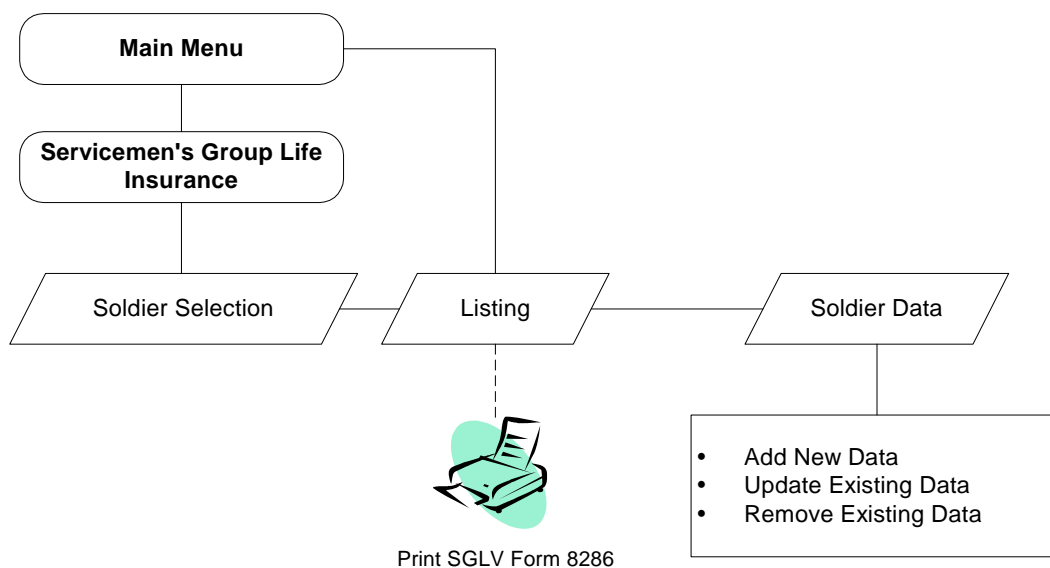
Figure 12–44: SGLI Processes

To initiate processing SGLI coverage and election for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Servicemen's Group Life Insurance Listing page.

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Note: The Servicemen's Group Life Insurance Soldier selection process includes not only the Soldiers who have records on *e*MILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Servicemen's Group Life Insurance Listing page will list Soldiers who will not be listed elsewhere in *e*MILPO. The Soldier selection process will search for Soldiers who match your search criteria, including those Soldiers who have not been mobilized, RC Attached, or otherwise imported into *e*MILPO. This provides you with the ability to process an action for a National Guard or Reserve Soldier.

12.8.1   Servicemen's Group Life Insurance Listing

The Servicemen's Group Life Insurance Listing page (shown in Figure 12–45, Servicemen's Group Life Insurance Listing) displays the selected Soldier's current SGLI Coverage and Election data and the beneficiary data currently recorded in the database for the Soldier. You will be able to add, update, and remove SGLI coverage and beneficiary data for the Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Figure 12–45: Servicemen's Group Life Insurance Listing

Under the heading of SGLI Insurance Data, the system populates the SGLI Coverage (required), SGLI Election/Recertification Date, and SGLI Counseling Date (if required) in the available text-entry fields, if the information is available. You can edit these values if necessary. If the selected Soldier does not have any insurance data, the system will display the text-entry fields as blank, and you can enter the data.

Under the heading of Beneficiary Data, the system displays all recorded beneficiary data for the Soldier. The following fields are available on this page:

- The Action column displays the available actions.

- The Status column will be populated after you have completed all actions.

- The Beneficiary Type, Beneficiary Share, Relationship, and Name columns provide the details of each beneficiary.

12.8.1.1   ENTER OR UPDATE SGLI INSURANCE DATA

If SGLI Insurance data currently exist in the database for the selected Soldier, the system populates the SGLI Coverage, SGLI Election/Recertification Date, and SGLI Counseling Date in the available text-entry fields. You can edit these values if necessary. When you change the SGLI Coverage, the SGLI Election/Recertification Date will automatically default to the current local system date. However, the value can be edited. If the selected Soldier does not have any insurance data, the system will display the text-entry fields as blank, and you can enter the data.

If the selected Soldier has chosen to decline coverage, you can select NO COVG from the SGLI Coverage picklist. If the Soldier has chosen to decline coverage, you must generate and print the spouse notification letter. See Section 12.8.1.5, Generate/Print Spouse Notification Letter, for procedures on how to print the letter. To generate the spouse notification letter, click the Generate/Print Spouse Notification Letter hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter.

12.8.1.2   UPDATE OR REMOVE EXISTING BENEFICIARY DATA

You can update or remove one or more beneficiary listings by selecting the corresponding action type from the Action picklist.

12.8.1.3   ADD NEW BENEFICIARY DATA

To add new beneficiary data, perform the following steps:

1. From the Listing page, check the Add Beneficiaries checkbox.

2. Click Submit to proceed. The system will display the Servicemen's Group Life Insurance—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and adding any new address data for the Soldier.

3. Click Next to proceed to the next Soldier on the list without saving. The system will detect data selection/entry on the page and prompt you to save or discard the data. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

4. Click Close to terminate the working session. The system will detect data selection/entry on the page and prompt you to save or discard the data. The system also prompts you to confirm that the working session is being terminated and will return you to the Main Menu.

12.8.1.4 VIEW/PRINT SGLV FORM 8286

You can select to view and or print SGLV Form 8286 by clicking on the corresponding hyperlink. Please note that all required fields must be populated before generating the form.

12.8.1.5 GENERATE/PRINT SPOUSE NOTIFICATION LETTER

If the Soldier has chosen to decline coverage or has named a beneficiary other than his or her spouse or children, you must generate and print the spouse notification letter. To generate the spouse notification letter, click the Generate/Print Spouse Notification Letter hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter. **Note:** If there is no current address for the spouse in *e*MILPO, the system generates a message notifying you that you must enter an address for the spouse using the Family Member function.

12.8.2 *Service Members' Group Life Insurance—Soldier Data—Add Mode*

The Service Member's Group Life Insurance—Soldier data page (shown in Figure 12–46, Servicemen's Group Life Insurance—Soldier Data—Add Mode) allows you to add a new SGLI beneficiary for the selected Soldier. You can complete the following steps to add new SGLI beneficiary data:

1. The system will store all family members currently recorded in the database in the Choose Family Member picklist in the format of relationship type followed by name. You can expand the picklist and select a family member. The system will populate the remaining fields with the family member's data, if available. The Relationship and Name fields will be populated as read-only.

2. Per AR 600-8-1 Paragraph 11-29, you may also designate a beneficiary of children by expanding the Choose Designation by Relationship and selecting an appropriate choice of MY CHILD(REN), MY CHILDREN, OR MY CHILDREN FROM MY MARRIAGE TO…

   - If you select any of the choices, the system will default the Name field to "SEE BENEFICIARY TEXT." The system will also disable the Name, Relationship, Beneficiary SSN, Street Address, City, State, ZIP Code, Phone Number, Country, Gateway APO/FPO, Gateway Area, and Foreign Postal # fields.

   - If you select "MY CHILDREN FROM MY MARRIAGE TO…" choice, you are required to complete the phrase by adding the name of the spouse in the Beneficiary Text field.

   - Provide or edit the name of the family member. This is a required field.

   - You can accept the displayed data or expand the required Beneficiary Type picklist and select Contingent or Principal.

   - Enter or edit the Beneficiary SSN in the provided text-entry field.

Figure 12–46: Servicemen's Group Life Insurance—Soldier Data—Add Mode

3. Expand the required Beneficiary Share picklist to select from $ for Dollar Amount, % for Percent, or #/# for Fraction. Enter the corresponding share value for the beneficiary in the provided text-entry field.
4. Expand the Payment Option picklist and select Lump Sum or 36 Months.

5. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.

6. If applicable, select either the APO or FPO checkbox.

7. Enter the Street Address and City.

8. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

9. In the Beneficiary Text you can provide a beneficiary designee in free-form text. The text can include the beneficiary's name, address, shared percentage, and any other relevant remarks.

10. You can add another beneficiary by clicking the Add Beneficiary checkbox.

11. Click Save to save the current record. The system will validate data entry on the page and forward you to the next selected action, if any exist. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.

12. Alternatively, you can perform the following:

    *   Click Next to skip this action and proceed to the next action on the list, if any more exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.

    *   Click Close to exit the page and terminate the working session. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.8.2.1   SYSTEM VALIDATIONS

The system performs the following validations on data entry:

*   The system shall ensure that no beneficiaries are entered if a Soldier elects not to enroll in SGLI coverage.

*   The system shall ensure that duplicate entries of the same family member as beneficiary are not permitted.

*   If a Soldier, who is likely to be survived by dependents, parents, or other next of kin, selects an unusual beneficiary, the system will prompt the Soldier for counseling. The SGLI Counseling Date will be a required entry in this event.

*   The system shall ensure that the counseling date does not precede the SGLI Election/Recertification Date.

*   Only family members that currently exist in the database can be selected as beneficiaries. If the family member is not in the database, he or she must first be added.

- The system shall ensure that the sum of the shares to each beneficiary (primary and contingent) equals the SGLI coverage amount to ensure that 100% of the amount is accounted for.

- The system shall ensure that the Beneficiary Share does not exceed $400,000 for dollar amount, 100 for percentage, or 1 for fraction.

- The system shall validate that the Print link was selected prior to selecting Next or Close. If the Print link was not selected, the system displays an error message prompting you to either save or discard your changes.

- The system shall ensure that the Beneficiary SSN does not match the Soldier's SSN.

12.8.3   Servicemen's Group Life Insurance—Soldier Data—Update Mode

The Update mode of Servicemen's Group Life Insurance—Soldier Data allows you to update the existing beneficiary data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier's position on the Soldier list in addition to the total number of Soldiers on the list. To update beneficiary data for a Soldier, perform the following steps:

1. The system populates the fields with the current data that exist in the database for the beneficiary. You may modify the editable data as necessary.

2. Click Save to save the current record. The system will check for any discrepancies on the page and forward you to the next selected action, if any exist. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.

3. Alternatively, you can perform the following:

   - Click Next to skip this action and proceed to the next action on the list, if any more exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.

   - Click Close to exit the page and terminate the working session. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

12.8.4   Servicemen's Group Life Insurance—Soldier Data—Remove Mode

In the Remove mode of a beneficiary record, the system displays the current values in the database for the selected Soldier as read-only. To remove a beneficiary for a Soldier, perform the following steps:

1. You can click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show

the completed action. If you answer No, the system returns you to the current page for further processing.

3. You have the option to click Next or Close.

12.9 Education

The category of Education in Personnel Services offers the following functions:

- Civilian Degree
- Civilian Education
- Military Education

Figure 12–47, Education Processes, illustrates the processes in the functional category of Education.
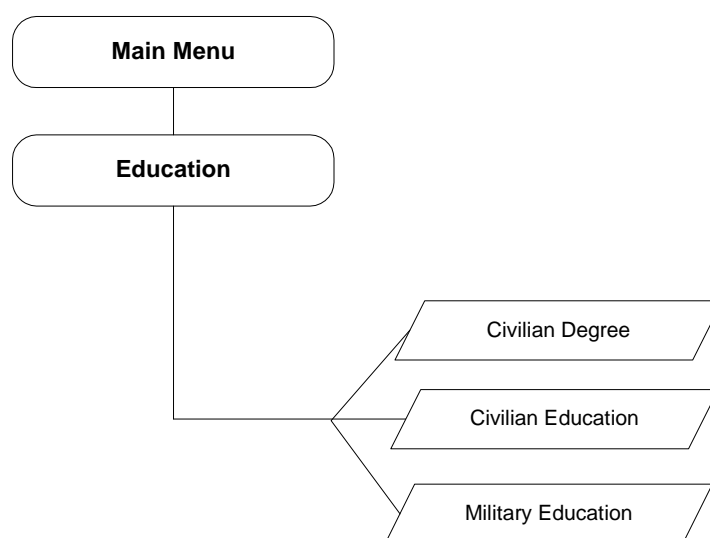
Figure 12–47: Education Processes

12.9.1 Civilian Degree

The Civilian Degree module logs the civilian degrees and corresponding data, including education major and awarded years, in the database for the selected Soldier. You have the option to add new civilian degrees, or update and/or remove existing degrees. Figure 12–48:, Civilian Degree Processes, illustrates the processes in Civilian Degree.

```
          ┌─────────────────────┐
          │      Main Menu      │────────────┐
          └─────────────────────┘            │
                    │                         │
          ┌─────────────────────┐            │
          │     Education       │            │
          └─────────────────────┘            │
                    │                         │
          ┌─────────────────────┐            │
          │   Civilian Degree   │            │
          └─────────────────────┘            │
                    │                         │
       ╱──────────────────╲   ╱──────────╲   ╱──────────────╲
      ╱  Soldier Selection  ╲ ╱  Listing  ╲ ╱  Soldier Data  ╲
      ╲────────────────────╱ ╲───────────╱ ╲────────────────╱
                                    │               │
                           ┌────────────────────────────┐
                           │  •   Add New Data           │
                           │  •   Update Existing Data   │
                           │  •   Remove Existing Data   │
                           └────────────────────────────┘
```
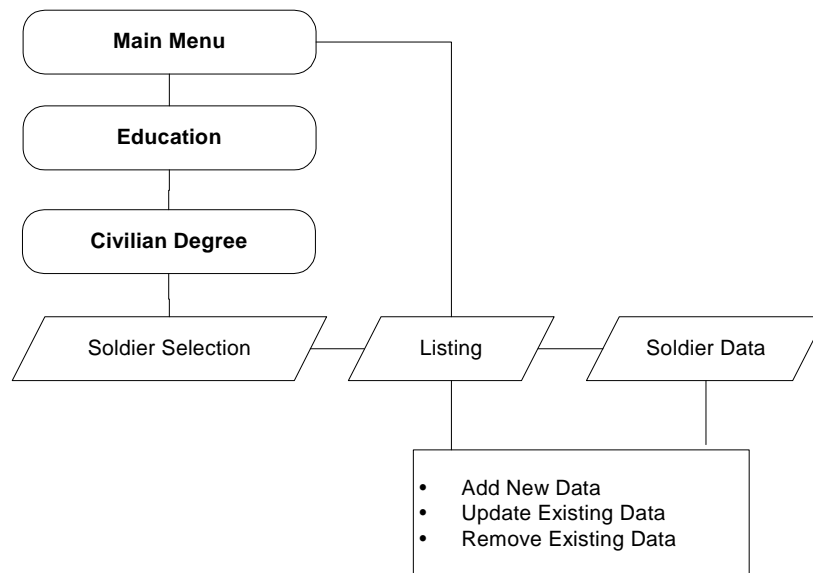
Figure 12–48: Civilian Degree Processes

To initiate the process of adding, updating removing civilian degree for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Civilian Degree—Listing page.

12.9.1.1   CIVILIAN DEGREE LISTING

The Civilian Degree—Listing page displays the civilian degrees recorded in the database for the selected Soldier. A sample of the listing page is shown in Figure 12–49, Civilian Degree—Soldier Selection. The system displays the Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

The following fields are available on this page:

- The Action column indicates the valid actions.
- The Status column will show your completed actions.
- The Education Major, Degree, and Year Awarded columns provide the details of the degrees.

Figure 12–49: Civilian Degree—Listing

12.9.1.1.1   UPDATE OR REMOVE EXISTING CIVILIAN DEGREE DATA

To update or remove one or more existing civilian degree data, expand the corresponding Action picklist and select the action type of choice.

12.9.1.1.2   ADD NEW CIVILIAN DEGREE DATA

To add new civilian degree data, perform the following steps:

1. Check the corresponding checkbox to add new Civilian Degree data.
2. Click Submit. The system will display the Civilian Degree—Soldier Data page for the first selected action.
3. Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier on the Soldier list, if any exist. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
4. Click Close to terminate the working session and return to the Main Menu. The system will detect data selection on the page and prompt you to save or discard the data.

12.9.1.2   CIVILIAN DEGREE—SOLDIER DATA—ADD MODE

This page (shown in Figure 12–50, Civilian Degree—Soldier Data) allows you to add civilian degree data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Figure 12–50: Civilian Degree—Soldier Data

To add civilian degree data for a Soldier, perform the following steps:

1. Expand the Education Major picklist and select an appropriate choice, indicating the primary field of study, as required.

2. Expand the Degree picklist and provide the degree. This is a required field.

3. Expand the Institute Attended and select the institution that granted the degree as required.

4. Enter the Year Awarded in the provided text-entry field, if the information is available.

5. Expand the Funding Source picklist and select the source or organization that funded the degree. This is a required field

6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

7. Click Reset to clear the fields and reset the selections to their original values.

8. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.9.1.2.1 TRANSACTION TO TAPDB

The system sends Transaction 4300: Civilian Education Course/Degree Data.

12.9.1.3 CIVILIAN DEGREE—SOLDIER DATA—UPDATE MODE

This page allows you to revise existing civilian degree data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. To update civilian degree data for a Soldier, perform the following steps:

1. The system displays the current values for the selected civilian degree data and allows you to revise the data as necessary. Please note that Education Major and Degree are not editable fields.

2. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.

3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.1.2.1, Transaction to TAPDB.

12.9.2 Civilian Degree—Soldier Data—Remove Mode

This page allows you to remove existing civilian degree data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove civilian degree data for a Soldier, perform the following steps:

1. The system displays the current award data as read-only.

2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page, updating the Status column to show all completed actions.

3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to either save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined Section 12.9.1.2.1, Transaction to TAPDB.

12.9.3   Civilian Education

The Civilian Education module lists the selected Soldier's completed civilian education level and corresponding data, including completed education level and the year and type of education certification received. The system also displays the civilian courses and corresponding data completed by the Soldier. Figure 12-51, Civilian Education Processes, illustrates the processes in Civilian Education.

Figure 12–51: Civilian Education Processes

To initiate the process of adding, updating, or removing civilian education data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Civilian Education—Listing page.

12.9.3.1   CIVILIAN EDUCATION—LISTING

The Civilian Education Listing page (shown in Figure 12-52, Civilian Education Listing) displays the civilian, formal, or professional education recorded in the database for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–52: Civilian Education Listing

Under the subheading of Civilian Education Level, the system displays the Civilian Education Level Completed (the available codes for this field are shown in Table 12–21, Civilian Education Level Completed Codes and Abbreviations) as well as the Education Level Certificate and Certification Year (the codes for this field are shown in Table 12–22, Education Level Certificate Codes and Abbreviations), if the data are available. You have the option to revise the data as necessary.

Under the subheading of Civilian Education Course Data, the system logs the civilian courses recorded in the database for the Soldier. The following fields are available on this page:

- The Action column indicates the valid actions.
- The Status column will show your completed actions.
- The Education Major and Semester Hours columns provide the details of the courses.

Code	Abbreviations	Code	Abbreviations
D	1 YR COLL	5	5TH GRADE
N	10 YR COLL	J	6 YR COLL
P	11 YR COLL	6	6TH GRADE
1	1ST GRADE	K	7 YR COLL
E	2 YR COLL	7	7TH GRADE
A	2 YRS HS	L	8 YR COLL
2	2ND GRADE	8	8TH GRADE
F	3 Y R COLL	M	9 YR COLL
B	3 YRS HS	9	9TH GRADE
3	3RD GRADE	0	KINDRGARTN
G	4 YR COLL	Y	NONE
C	4 YRS HS	W	PRESCHOOL
4	4TH GRADE	Z	UNKNOWN
H	5 YR COLL		

Table 12–21: Civilian Education Level Completed Codes and Abbreviations

Code	Abbreviations
A	60 OR MORE SEM HRS COL CRED
B	ADULT EDUCATION DIPLOMA
D	ASSOCIATE DEGREE
K	BACCALAUREATE DEGREE
F	COMPL HS/DIDN'T PASS EXIT EXM
8	COMPL ONE SEMESTER COLLEGE
7	CORRESPNDNCE SCHOOL DIPLOMA
9	CURRENTLY IN HIGH SCHOOL
U	DOCTORATE DEGREE
M	ENRL O/T SR PGM; HSDG W/I 365
W	FIRST PROFESSIONAL DEGREE
X	GED (NG YOUTH CHALLENGE)
L	HIGH SCHOOL DIPLOMA
S	HIGH SCHOOL SENIOR
H	HOME STUDY DIPLOMA
J	HS CERTIFICATE OF ATTENDANCE
1	LESS THAN HS DIPLOMA
N	MASTERS DEGREE
C	OCCUPATIONAL PROGRAM CERT
T	OVERSEAS GED (HS LEVEL)
V	POST DOCTORATE DEGREE
R	POST MASTERS DEGREE
G	PROFESSIONAL NURSING DIPLOMA
E	TEST-BASED EQUIV DIPLOMA
Z	UNKNOWN

Table 12–22: Education Level Certificate Codes and Abbreviations

12.9.3.1.1 UPDATE OR REMOVE EXISTING CIVILIAN EDUCATION DATA

To update or remove one or more existing civilian education course, expand the corresponding
Action picklist and select the action type of choice.

12.9.3.1.2 ADD NEW CIVILIAN EDUCATION DATA

To add new civilian education data, perform the following steps:

1. Check the corresponding checkbox to add new civilian education course data.
2. Click Submit. The system will display the Civilian Education—Soldier Data page for the
   first selected action.
3. Click Next to proceed without saving. The system will detect data selection on the page and
   prompt you to save or discard the data. The system will advance to the next Soldier on the
   Soldier list, if any exist. If the current page is the last or only Soldier from the Soldier list,
   the system returns you to the Main Menu.
4. Click Close to terminate the working session and return to the Main Menu. The system will
   detect data selection on the page and prompt you to save or discard the data.

12.9.3.2 CIVILIAN EDUCATION—SOLDIER DATA—ADD MODE

This page allows you to add new civilian education data for the selected Soldier. Figure 12–53,
Civilian Education—Soldier Data, provides a sample of this page. The system displays the
Soldier's Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier's position
in the Soldier list and the total number of Soldiers on the list.

Figure 12–53: Civilian Education—Soldier Data

1. Expand the Education Major picklist and select an appropriate choice, indicating the primary field of study, as required.

2. Expand the Institute Attended picklist and select the institution where the education was offered as required.

3. Provide the Semester Hours indicating the number of hours needed to complete the education, if the information is available.

4. Optionally, you may expand the Funding Source picklist and select the source or organization that funded the education. Table 12–23, Funding Source Codes and Abbreviations, lists the available values for the Funding Source picklist.

Code	Abbreviations
A	FULLY FUNDED FEDERAL PROGRAM
B	DEGREE COMPLETION PROGRAM
C	ADV DEGREE PROGRAM FOR ROTC INSTR DUTY
D	COOPERATIVE DEGREE PROGRAM
E	OFF-DUTY EDUCATION PROGRAM
F	ROTC DELAYED ENTRY PROGRAM
G	FULLY FUNDED STATE PROGRAM
H	PARTIALLY FUNDED STATE PROGRAM
J	EXCESS LEAVE PROGRAM
K	OTHER GOVERNMENT FUNDING
L	ARMY SCHOLARSHIP PROGRAM
M	ARMY TUITION ASST. PROG, AD SVC OBLIG
N	ARMY UNIVERSITY ACCESS ON-LINE

Table 12–23: Funding Source Codes and Abbreviations

5. You may check on the corresponding checkbox to add more civilian education course data.

6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

7. Click Reset to clear the fields and reset the selections to their original values.

8. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.9.3.2.1 TRANSACTION TO **TAPDB**

The system sends the following transaction to TAPDB:

- Transaction 4300: Civilian Education Course/Degree Data.
- Transaction 4305: Civilian Education Data

12.9.3.3   CIVILIAN EDUCATION—SOLDIER DATA—UPDATE MODE

This page allows you to modify existing civilian education Soldier data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

1. The system displays the current values for the selected Civilian Education Data and allows you to revise the data as necessary. Please note that Education Major and Institute Attended are not editable fields.

2. Click Save to save the current record. The system will validate your data entry and update the database. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.

3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.3.2.1, Transaction to TAPDB.

12.9.4   *Civilian Education—Soldier Data—Remove Mode*

This page allows you to remove existing civilian education Soldier data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove civilian education data for a Soldier, perform the following steps:

1. The system displays the current civilian education data as read-only.

2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.

3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.3.2.1, Transaction to TAPDB.

12.9.5   *Military Education*

The Military Education module tracks the Soldier's completed corresponding course hours and lists all military-related courses taken by the Soldier throughout his or her Army career. You have the option to add new data or update and/or remove one or more existing military education data. Figure 12–54, Military Education Processes, illustrates the processes in Military Education.
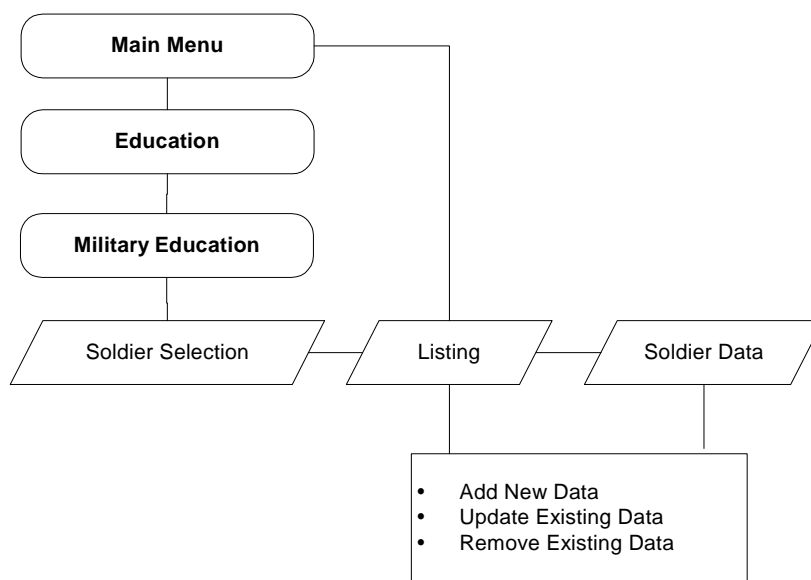
Figure 12–54: Military Education Processes

To initiate the process of adding, updating, or removing military education data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Military Education—Listing page.

12.9.5.1   MILITARY EDUCATION—LISTING

The Military Education—Listing page (shown in Figure 12–55, Military Education—Listing) displays the military education level completed and corresponding course data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–55: Military Education—Listing

The system displays the completed Correspondence Course Credit Hours, Military Education Level, and Military Education Status for the Soldier, if the data are available. You have the option to revise the Correspondence Course Credit Hours Completed as necessary.

Under the subheading of Military Education Course Data, the system logs the military courses taken by the Soldier and recorded in the database. The following fields are available on this screen:

- The Action column indicates the valid actions.
- The Status column will show your completed actions.
- The Course Name and Completion Date columns provide the details of the courses.

12.9.5.1.1   UPDATE OR REMOVE EXISTING MILITARY EDUCATION DATA

To update or remove one or more existing military education data, expand the corresponding Action picklist and select the action type of choice.

12.9.5.1.2   ADD NEW MILITARY EDUCATION DATA

To add new military education data for a Soldier, perform the following steps:

1. Check the corresponding checkbox to add new Military Education data.

2. Click Submit. The system will display the Military Education—Soldier Data page for the first selected action.

3. Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier on the Soldier list, if any exist. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

4. Click Close to terminate the working session and return to the Main Menu. The system will detect data selection on the page and prompt you to save or discard the data.

12.9.5.2   MILITARY EDUCATION—SOLDIER DATA—ADD MODE

This page allows you to add new military education data for the selected Soldier. Figure 12–56, Military Education—Soldier Data, provides a sample of the Soldier Data page for this function. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Figure 12–56: Military Education—Soldier Data

For Official Use Only

To add military education data for a Soldier, perform the following steps:

1. Enter the Course Code in the provided text-entry field as required. The system will populate the description of the course in the Course Name field. If you enter an invalid course code, eMILPO displays the following error message: "Please note that the entered Course Code XXX is not a valid code." (**Note:** The error message displays the Course Code in place of XXX.) Click OK to return to the Military Education—Soldier Data page to correct the code.

2. Provide the Course Number if the information is available.

3. Expand the Course Status picklist and select a value indicating the completion status of the entered course. Table 12–24, Course Status Codes and Abbreviations, lists the available values for this picklist.

Code	Abbreviations
1	GRADUATED
2	CONSTRUCTIVE CREDIT
3	ENROLLED
4	DEFERRED
5	DECLINED
6	SELECTED (EXTENSION NOT NEEDED)
7	NONGRADUATE (OTHER THAN WITHDRAWN)
8	WITHDRAWN
9	NONE
A	DENIED ENROLLMENT
B	SELECTED (EXTENSION GRANTED)

Table 12–24: Course Status Codes and Abbreviations

4. Provide the Completion Date (in yyyymmdd format) indicating the calendar date on which the course was completed, if the information is available.

5. Enter the Course Length in weeks if the information is available.

6. Check the Enter Additional Military Education Data checkbox to enter more military courses for the Soldier.

7. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

8. Click Reset to clear the fields and reset the selections to their original values.

9. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.9.5.2.1   SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that the Course Code entered is a valid value.

- The system ensures that the Course Code and Course Number entered are a valid combination.

- The system ensures that Completion Date is completed if the Course Status selected is "GRADUATED," "CONSTRUCTIVE CREDIT," "NON-GRAD," or "WITHDRAWN."

- The system ensures that Completion Date is not a future date and that it does not precede the Soldier's Date Initial Entry Into Military Service (DIEMS).

- The system shall not allow duplicate records with a status of Graduated.

- The system ensures that Course Length is completed for enlisted Soldiers.

12.9.5.2.2   TRANSACTION TO **TAPDB**

The system sends Transaction 4295: Military Education Data to TAPDB.

12.9.5.3   MILITARY EDUCATION—SOLDIER DATA—UPDATE MODE

This page allows you to modify the existing Military Education Soldier Data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

1. The system displays the current values for the selected military education data and allows you to revise the data as necessary. Please note that Course Code and Course Name are not editable fields.

2. Click Save to save the current record. The system will validate your data entry and update the database. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.

3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.5.2.2, Transaction to TAPDB.

12.9.5.4   MILITARY EDUCATION—SOLDIER DATA—REMOVE MODE

This page allows you to remove existing military education Soldier data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove military education data for a Soldier, perform the following steps:

1. The system displays the current military education data as read-only.

2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page, updating the Status column to show all completed actions.

3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.5.2.2, Transaction to TAPDB.

12.10   Lost Time

The Lost Time module allows you to record lost time data for one or more Soldiers. Lost time is an unexcused absence, such as AWOL. You have the option to add lost time as well as update and/or remove existing lost time data for the Soldier. Figure 12–57, Lost Time Processes, illustrates the Lost Time Processes.
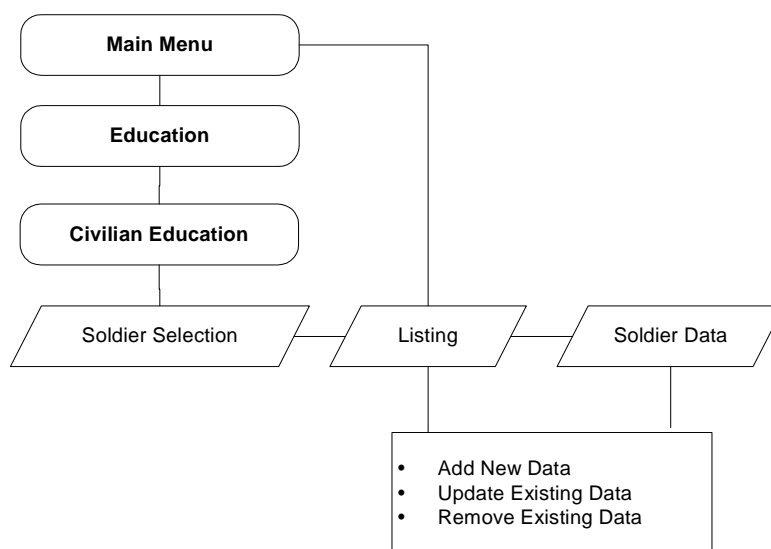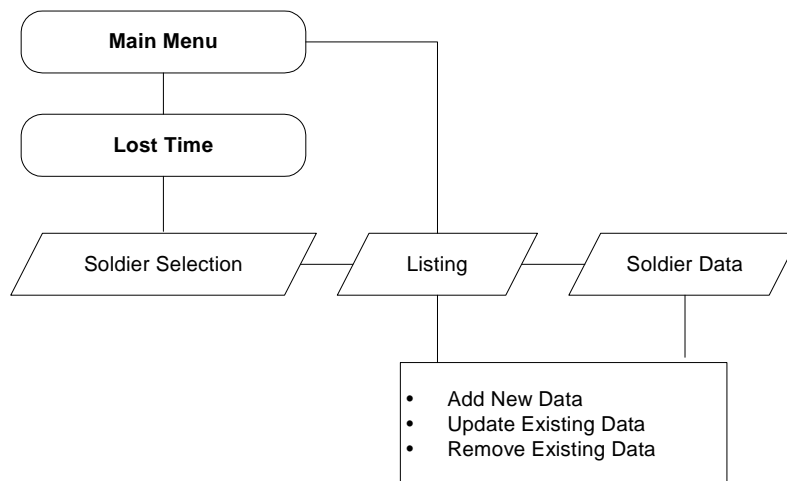

Figure 12–57: Lost Time Processes

To initiate the process of adding, updating, or removing lost time data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Lost Time Listing page.

12.10.1   Lost Time Listing

The Lost Time Listing page (shown in Figure 12–58, Lost Time Listing) logs the periods of lost time, or unexcused absences, that the selected Soldier accumulated during his or her career in the Army. The system displays the Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–58: Lost Time Listing

The following fields are available on the Lost Time Listing page:

- The Action column displays the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Start Date, End Date, # Days Lost, Effective Date, and Reason provide the details for the listed lost time data.

12.10.1.1   UPDATE OR REMOVE EXISTING LOST TIME DATA

You can update or remove one or more Lost Time data on the listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Section 11.10.2.2, Add Lost Time, to complete the process.

12.10.1.2   ADD LOST TIME DATA

Complete the following steps to Add Lost Time data:

1. Click on the Add Lost Time checkbox.
2. Click Submit to proceed. The system will display the Lost Time—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and update the Status column, listing all completed actions and adding any new data for the selected Soldier.
3. Alternatively, you can perform the following:

4. Click Next to proceed to the next Soldier on the list, if any exist. The system will detect data selection on the page and prompt you to save or discard the data. If the current Soldier is the last or only Soldier from the list, the system returns you to the Main Menu.

5. Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that the working session is being terminated. The system then returns you to the Main Menu.

12.10.2   Lost Time—Soldier Data—Add Mode

The Lost Time—Soldier Data page (shown in Figure 12–59, Lost Time—Soldier Data—Add Mode) allows you to enter new Lost Time Data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–59: Lost Time—Soldier Data—Add Mode

Complete the following steps to enter lost time data for the selected Soldier:

1. Enter the Lost Time Start Date indicating the calendar date when Lost Time becomes effective in the provided text-entry field. This is a required field.

2. Enter the Lost Time End Date indicating the calendar date when Lost Time ends, if the information is available.

3. Enter the # Days Lost Time and Effective Date Lost Time in the provided text-entry field.

4. Select a Reason Lost Time from the corresponding picklist. This is a required field. Table 12–25, Lost Time Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Code	Abbreviations
A	DESERTION
B	ABSENT WITHOUT PROPER AUTHORITY (AWOL)
C	MILITARY CONFINEMENT
D	PRETRIAL CNFMNT
E	ABUSE OF DRUG OR ALCOHOL
F	DIS/INJY-LOD NO
G	CIVIL CONFINEMENT

Table 12–25: Lost Time Reason Codes and Abbreviations

5. The system displays the Date of Rank, Basic Active Service Date, Pay Entry Base Date, Expiration Term of Service, and DEROS Date, if available, as read-only.

6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

7. Click Reset to clear the fields and reset the selections to their original values.

8. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.10.2.1 SYSTEM VALIDATIONS

The system shall ensure that the Lost Time End Date is greater than the Lost Time Start Date. The system shall not allow duplicate entries containing the same data for the Soldier.

12.10.2.2 TRANSACTIONS TO TAPDB

The system sends Transaction 4145: Lost Time to TAPDB.

12.10.3 Lost Time—Soldier Data—Update Mode

This page allows you to update existing Lost Time data for the selected Soldier. The system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry. The system will send transactions to TAPDB as outlined in Section 12.10.2.2, Transactions to TAPDB. Alternatively, you can click Next or Close.

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12.10.4   Lost Time—Soldier Data—Remove Mode

This page allows you to remove Lost Time data for the selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove data for a Soldier, perform the following steps:

1.   You can view the record and click Save to remove the record from the database.

2.   The system will prompt you to confirm that the data are being removed from the database.

3.   If you answer Yes, the system will remove the record and forward you to the next selected action, if any exist. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.

4.   If you answer No, the system returns you to the current page for further processing.

5.   You have the option to click Next or Close.

The system will send transactions to TAPDB as outlined in Section 12.10.2.2, Transactions to TAPDB.

12.11   Field Determined Security Status

The Field Determined Security Status module allows you to maintain data on the Soldier's security level access and his or her status in the Personal Reliability Program. You have the option to add new security status data, and update and/or remove existing data. Figure 12–60, Field Determined Security Status Processes, illustrates the processes in Field Determined Security Status.
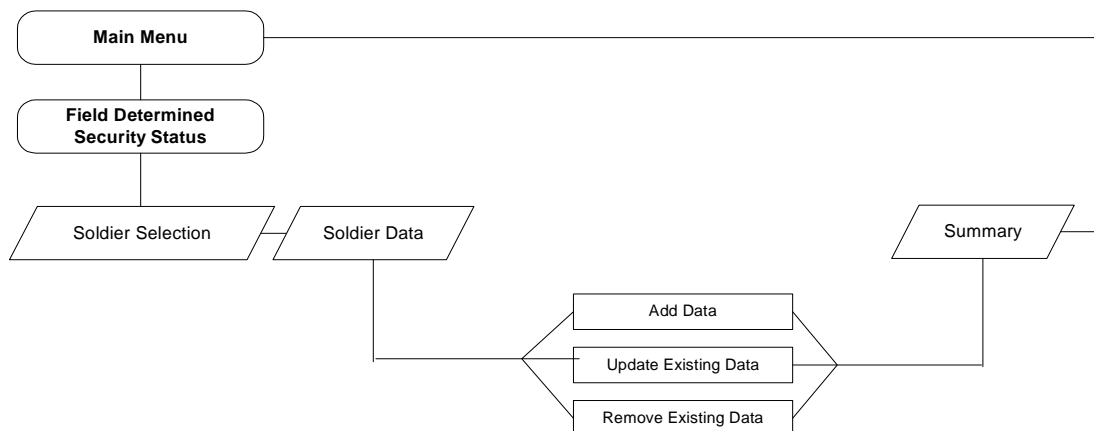
Figure 12–60: Field Determined Security Status Processes

To initiate the process of adding, updating, or removing security clearance information for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the Field Determined Security Status—Soldier Data page.

12.11.1   *Field Determined Security Status—Soldier Data—Add Mode*

The Field Determined Security Status—Soldier Data page (shown in Figure 12–61, Field Determined Security Status—Soldier Data) allows you to enter security clearance data and status in the Personal Reliability Program for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–61: Field Determined Security Status—Soldier Data

To add field determined security status for a Soldier, perform the following steps:

1. Expand the Field Determined Personnel Security Status picklist and select a security clearance status for the Soldier.

2. Enter the date for the Field Determined Personnel Security Status in the provided text-entry field.

3. Select a PRP Assignment Status from the corresponding picklist and provide a corresponding date.

4. Enter the Date of PRP Assignment Status in the provided text-entry field.

5. Select a PRP Qualification Status from the corresponding picklist and provide a corresponding Date of PRP Qualification Status.

6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier from the Soldier list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Field Determined Security Status—Summary page (shown in Figure 12–62, Field Determined Security Status—Summary) to show all successful actions.

7. Click Reset to clear the fields and reset the selections to their original values.

8. Click Next to skip this action and proceed to the next Soldier from the Soldier list, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Field Determined Security Status—Summary page to show all completed actions; otherwise, the system returns you to the Main Menu.

12.11.1.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system shall ensure that the Date of FDSS is not a future date and that it does not precede the Soldier's Basic Active Service Date.

- The system shall ensure that the Date of PRP Assignment Status does not precede the Soldier's Basic Active Service Date.

- The system shall ensure that the Date of PRP Qualification Status is not a future date and does not precede the Soldier's Basic Active Service Date

12.11.1.2 TRANSACTION TO TAPDB

The system sends Transaction 4220: Field Determined Security Status Data.

12.11.2 *Field Determined Security Status—Soldier Data—Update Mode*

This page allows you to update the current security clearance data and status in the Personal Reliability Program for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To update Field Determined Security Status for a Soldier, perform the following steps:

1. The system displays the current values for the security clearance and Personnel Reliability Program statuses and allows you to edit those values as necessary.

2. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier from the Soldier list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Field Determined Security Status—Summary page to show all successful actions.

3. Click Next to skip this action and proceed to the next Soldier from the Soldier list, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Field Determined Security Status—Summary page to show all completed actions; otherwise, the system returns you to the Main Menu.

The system sends a transaction to TAPDB as outlined in Section 12.11.1.2, Transaction to TAPDB.

12.11.3   Field Determined Security Status—Soldier Data—Remove Mode

This page allows you to update the current security clearance data and status in the Personal Reliability Program for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove security clearance data and status for a Soldier, perform the following steps:

1. The system displays the current values for the security clearance and Personnel Reliability Program statuses as read-only.

2. Click Save to remove the current record. The system will prompt you to confirm the data are being removed from the Soldier's record. The system will then forward you to the next Soldier from the Soldier list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Field Determined Security Status—Summary page to show all successful actions.

3. Click Next to skip this action and proceed to the next Soldier from the Soldier list, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Field Determined Security Status—Summary page to show all completed actions, otherwise, the system returns you to the Main Menu.

The system sends a transaction to TAPDB as outlined in Section 12.11.1.2, Transaction to TAPDB.

12.11.4   Field Determined Security Status—Summary

The Field Determined Security Status—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, Field Determined Security Status [FDSS], and Date FDSS). You have the option to view and/or print this page.

Figure 12–62: Field Determined Security Status—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.12   Citizenship

The functional category of Citizenship offers two functional areas in the Personnel Services section of *e*MILPO: Naturalization and Non-U.S. Citizen. These two functional areas allow you to add and maintain data specific to soldiers who were not born in the United States and are not U.S. citizens. Figure 12–63, Citizenship Processes, illustrates the processes in Citizenship.
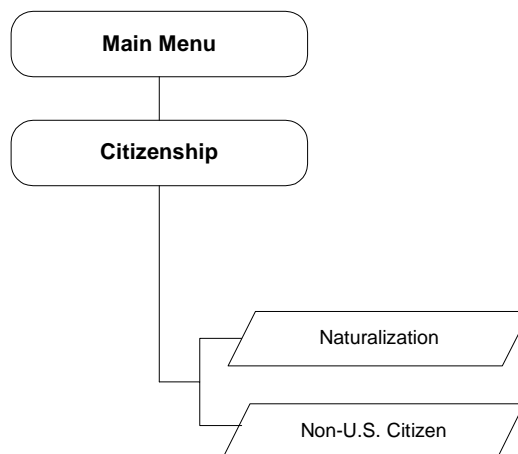
Figure 12–63: Citizenship Processes

12.12.1   *Naturalization*

The Naturalization module allows you to add naturalization data for one or more Soldiers who became U.S. citizens through the process of naturalization. You also have the option to update or remove existing naturalization data for the Soldiers. Figure 12–64, Naturalization Processes, illustrates the processes in Naturalization.
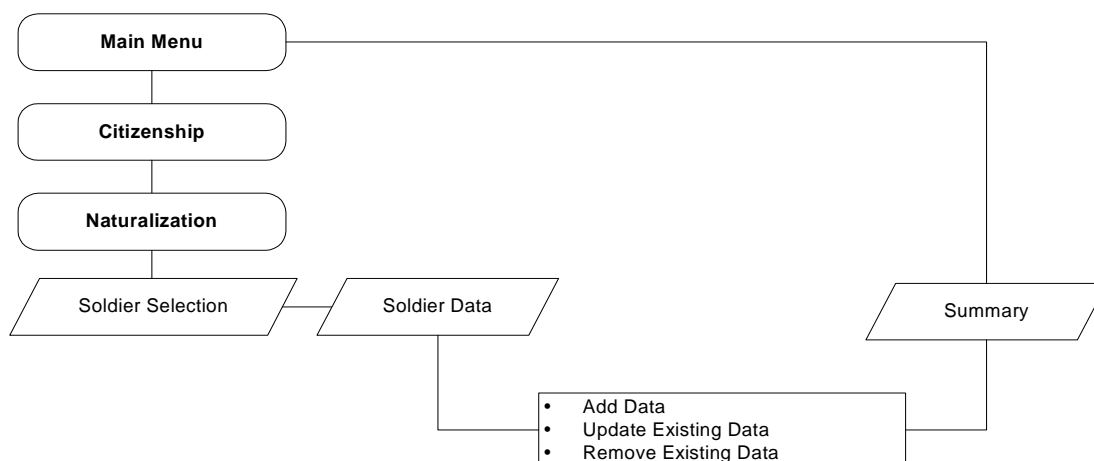
Figure 12–64: Naturalization Processes

To initiate the process of adding, updating, or removing naturalization data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the Naturalization—Soldier Data page. The system will not permit duplicate entry of Naturalization data.

12.12.1.1   NATURALIZATION—SOLDIER DATA—ADD MODE

The Naturalization—Soldier Data page (shown in Figure 12–65, Naturalization—Soldier Data—Add Mode) allows you to enter naturalization data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–65: Naturalization—Soldier Data—Add Mode

Complete the following steps to enter naturalization data for the selected Soldier:

1. Enter the Date of Naturalization and Naturalization Certification Number in the provided text-entry fields. These are required fields.

2. Provide the Court Street and City for the Courthouse granting the citizenship.

3. Expand the Courthouse State picklist and select an appropriate choice. The system will populate the corresponding Courthouse County and Courthouse Granting Citizenship picklists with the available values for the selected Courthouse State.

4. Enter the Courthouse ZIP Code in the provided text-entry field, if the information is available.

5. Expand the Courthouse Granting Citizenship picklist and select a valid choice.

6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the Naturalization—Summary page (shown in Figure 12–66, Naturalization—Summary) to show all completed actions.

7. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

8. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Naturalization—Summary page. Otherwise, the system returns you to the Main Menu.

12.12.1.1.1 SYSTEM VALIDATION
The system ensures that the Date of Naturalization does not precede the Soldier's birthday.

12.12.1.2 NATURALIZATION—SOLDIER DATA—UPDATE MODE
This page allows you to update existing naturalization data. The system displays the current values in the database for the selected Soldier. To update naturalization data for a Soldier, perform the following steps:

1. You can edit those values and click Save.

2. The system will validate and update your data entry.

3. Alternatively, you can click Next or Close.

12.12.1.3 NATURALIZATION—SOLDIER DATA—REMOVE MODE
This page allows you to remove existing naturalization data for the selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove naturalization data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.

2. The system will prompt you to confirm that the data are being removed from the database.

3. If you answer Yes, the system will remove the record and forward you to the next Soldier, if any exist. If the current page is the last or only Soldier, the system generates the Naturalization—Summary page to show all completed actions.

4. If you answer No, the system returns you to the current page for further processing.

5. You have the option to click Next or Close.

12.12.1.4 NATURALIZATION—SUMMARY
The Naturalization—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, and Date of Naturalization). You have the option to view and/or print this page.

Figure 12–66: Naturalization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.12.2   Non-US Citizen

The Non-US Citizen module allows you to add pertinent data for one or more Soldiers who are not citizens of the United States but who qualify as legal aliens. You also have the option to update or remove existing non-U.S. citizen data for the Soldiers. Figure 12–67, Non-US Citizen Processes, illustrates the processes in Non-US Citizen.

Figure 12–67: Non-US Citizen Processes

To initiate the process of adding, updating, or removing non-U.S. citizen data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections,

the system displays the Service/Miscellaneous Dates—Soldier Data page. The system will not permit duplicate entry of non-U.S. citizen data.

12.12.2.1 NON-US CITIZEN—SOLDIER DATA—ADD MODE

The Non-US Citizen—Soldier Data page (shown in Figure 12–68, Non-US Citizen—Soldier Data—Add Mode) allows you to enter non-U.S. data for the Soldier who qualifies as a legal alien in the Army. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–68: Non-US Citizen—Soldier Data—Add Mode

Complete the following steps to enter non-U.S. citizen data for the selected Soldier:

1. The system defaults the Soldier's Country of Citizenship to the value in the database.

2. Under the heading of Country of Citizenship, expand the US Citizenship Declaration Intent picklist and select an appropriate value. This is a required field. Table 12–26, US Citizen Declaration Intent Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
D	DECL
N	NDECL
R	REVERT
Y	NA

Table 12–26: US Citizen Declaration Intent Codes and Abbreviations

3. Provide the Date of Alien Entry, Alien Registration Date, and Alien Registration No. These are required fields.

4. Under the heading of Place of Alien Entry, provide the City and State of Alien Entry as required.

5. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the Non-US Citizen—Summary page (shown in Figure 12–69, Non-US Citizen—Summary) to show all completed actions.

6. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

7. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Non-US Citizen—Summary page. Otherwise, the system returns you to the Main Menu.

12.12.2.1.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

*   The system ensures that there is not a duplicate entry of the Alien Registration Number in the database.

*   The system ensures that the Date of Alien Entry and Alien Registration Date do not precede the Soldier's Basic Active Service Date (BASD) and that they are not future dates.

12.12.2.2   NON-US CITIZEN—SOLDIER DATA—UPDATE MODE

This page allows you to update non-US citizen data for the selected Soldier. The system displays the current values in the database for the selected Soldier. You can edit those values and click Save**.** The system will validate and update your data entry. Alternatively, you can click Next or Close.

12.12.2.3   NON-US CITIZEN—SOLDIER DATA—REMOVE MODE

This page allows you to remove non-US citizen data for the selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove non-US citizen data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database. The system will prompt you to confirm that the data are being removed from the database.

2. If you answer Yes, the system will remove the record and forward you to the next Soldier, if any exist. If the current page is the last or only Soldier, the system generates the Non-US Citizen—Summary page to show all completed actions.

3. If you answer No, the system returns you to the current page for further processing.

4. You have the option to click Next or Close.

12.12.2.4   NON-US CITIZEN—SUMMARY

The Non-US Citizen—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, Date of Alien Registration, and Alien Registration Number). You have the option to view and/or print this page.

Figure 12–69: Non-US Citizen—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.13   Certification

The functional category of Certification offers two functional areas in the Personnel Services section of *e*MILPO: Professional Certification and Technical Certification. These two functional areas allow you to add and maintain professional and technical certification data specific for Soldiers. Figure 12–70, Certification Processes, illustrates the processes in Certification.
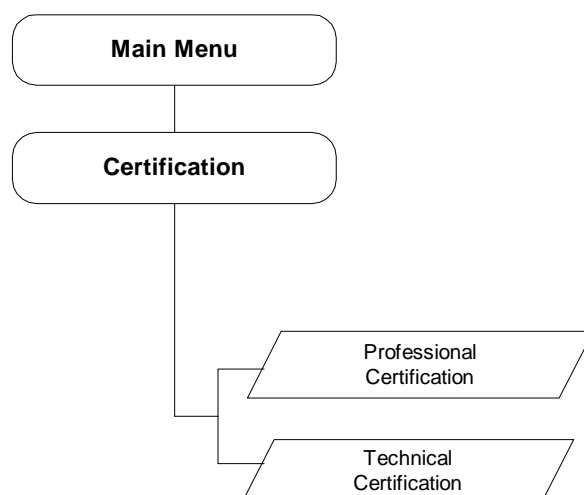
Figure 12–70: Certification Processes

12.13.1 Professional Certification

The Professional Certification module lists all professional certifications and corresponding data recorded in the database for the Soldiers. The professional certifications may range from technical, medical, financial, and other professional fields. You have the option to add new certifications and update and/or remove one or more existing certifications. Figure 12–71, Professional Certification Processes, illustrates the processes in Professional Certification.
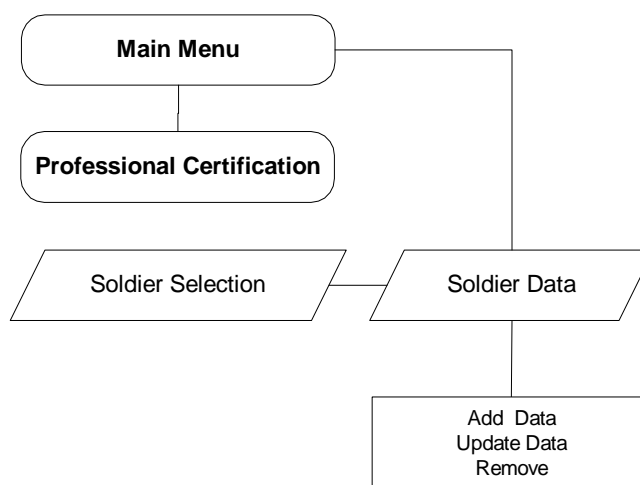
Figure 12–71: Professional Certification Processes

To initiate the process of adding, updating, or removing professional certification data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Professional Certification—Soldier Data page.

12.13.1.1 **P**ROFESSIONAL **C**ERTIFICATION—**S**OLDIER **D**ATA

The Professional Certification—Soldier Data page (shown in Figure 12–72, Professional Certification—Soldier Data) lists all professional civilian certification data currently in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–72: Professional Certification—Soldier Data

Under the heading of Current Professional Certification, the following fields are available:

- The Action column displays a picklist of the available actions.
- The Professional Certification Status, State of Professional Certification, and Professional Certificate Year columns detail the type of certifications, where, and when the certifications were awarded.
- Update or Remove Existing Professional Certification Status—You can update or remove one or more existing certification status for the Soldier by selecting the appropriate action type from the corresponding picklist.

12.13.1.2   ADD PROFESSIONAL CERTIFICATION STATUS

You have the option to add up to three professional certifications by performing the following steps:

1. Expand the Professional Certification Status picklist and select an appropriate choice. Table 12–27, Professional Certification Status Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	CERTIFIED PROFESSIONAL ENGINEER
B	ENGINEER IN TRAINING
C	CERTIFIED PUBLIC ACCOUNTANT
D	CERTIFIED LAWYER
E	CERTIFIED TEACHER
F	CERTIFIED MEDICAL PROFESSIONAL
G	CERTIFIED ARCHITECT
H	CERTIFIED TELECOMMNICATIONS OFFICER
J	CERTIFIED AMERCAN COLLEGE OF HEALTHCARE EXECUTIVES
K	CERTIFIED PROJECT MANAGER
L	CERTIFIED FACILITY MANAGER
M	GEOLOGIST IN TRAINING (GIT)
N	PROFESSIONAL GEOLOGIST
P	CERTIFIED GOVERNMENT FINANCIAL MANAGER
Q	CERTIFIED DEFENSE FINANCIAL MANAGER
R	CERTIFIED MANAGEMENT ACCOUNTANT

**Table 12–27: Professional Certification Status Codes
and Abbreviations**

2. Provide the State of Professional Certificate to indicate the state that granted the certificate.

3. Provide the Certificate Year Awarded to indicate when the certificate was awarded.

4. You may click on the Add More Professional Certification Status to add more data as necessary.

5. Click Submit to proceed. The system will validate your entry, save the data to the database, and refresh the page to update the Status column, listing all completed actions and adding any new data for the selected Soldier.

6. Alternatively, you can perform the following:

   • Click Next to proceed, without saving, to the next Soldier on the list, if any exist. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

   • Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.13.1.3   SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system shall ensure that the Professional Certification Year is after the Soldier's birth year plus 17 years and that it is not a future year.

- The system shall ensure that a duplicate entry for professional certification does not exist for the Soldier.

12.13.1.4   TRANSACTION TO TAPDB

The system sends Transaction 4520: Officer Professional Certification Data to report on selected professions for commissioned officers and warrant officers.

12.13.2   Technical Certification

The Technical Certification module lists all technical certifications and corresponding data recorded in the database for the Soldiers. The technical certifications may range from technical, medical, financial, and other professional fields. You have the option to add new certifications and update and/or remove one or more existing certifications. Figure 12–73, Professional Certification Processes, illustrates the processes in Professional Certification.
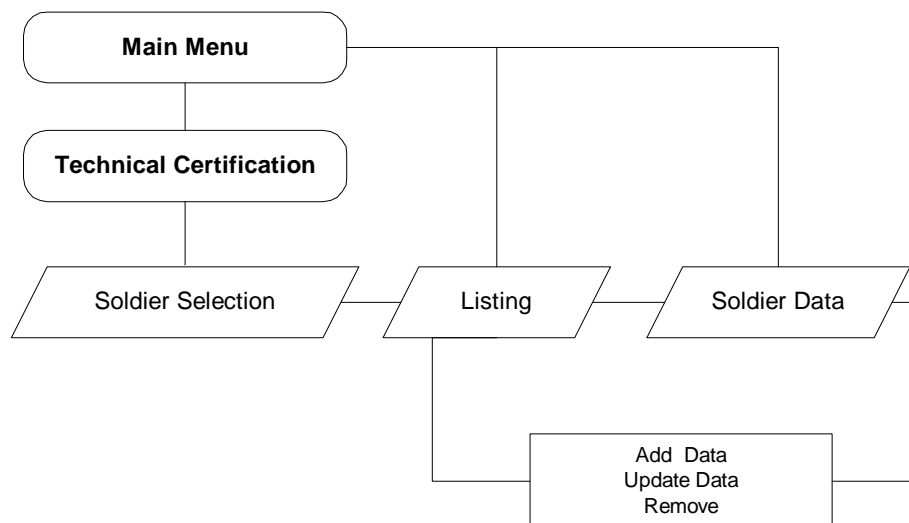
Figure 12–73: Professional Certification Processes

To initiate the process of adding, updating, or removing technical certification data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Technical Certification—Listing page.

12.13.2.1   TECHNICAL CERTIFICATION—LISTING

The Technical Certification—Listing page (shown in Figure 12–74, Technical Certification— Listing) lists all technical certification data currently in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–74: Technical Certification—Listing Data

Under the heading of Current Professional Certification, the following fields are available:

- The Action column displays a picklist of the available actions.

- The Status column is populated after you have completed all actions. The Status column will show your completed actions.

- The Date Certified, Expires, and Certification columns detail the type of certifications, when the certifications were awarded, and when the certifications will expire.

- Update or Remove Existing Technical Certification Status—You can update or remove one or more existing certification status for the Soldier by selecting the appropriate action type from the corresponding picklist.

12.13.2.2 TECHNICAL CERTIFICATION—SOLDIER DATA—ADD MODE

The Technical Certification—Soldier Data in Add mode (shown in Figure 12–75, Technical Certification—Soldier Data, Add Mode) allows you to add a new technical certification for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–75: Technical Certification—Soldier Data, Add Mode

To add a new technical certification, perform the following steps:

1. Select the appropriate certification from the Certification Name picklist. **Note:** The system displays an error message if the certification selected is not compatible with the Soldier's PMOS. This is a required field.

2. The system populates the Certifying Agency based on the certification selected.

3. Enter the date the certification was awarded in the Certification Date field. The date should be entered in YYYYMMDD format. This is a required field.

4. Enter the date the certification expires in the Certification Expiration field. The date should be entered in YYYYMMDD format. This is a required field.

5. From the State of Certification picklist, select the appropriate state in which the certification was awarded.

6. Enter additional technical certifications by checking the Enter Additional Technical Certification checkbox.

7. Click Save to proceed. The system validates your entry and advances to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system returns to the Listing page and updates the Status column to show all successful actions.

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8. Click Reset to clear all text-entry fields.

9. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

12.13.2.2.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system only allows enlisted Soldiers to be selected.
- The system validates that a technical certification is applicable to the selected Soldier's PMOS.
- The system does not remove technical certifications when the expiration date has been reached, allowing for updates to recertification dates.
- The system does not allow duplicate certifications.

12.13.2.2.2 SYSTEM UPDATES

The system updates the Soldier's record with the technical certification information.

12.13.2.3 TECHNICAL CERTIFICATION—SOLDIER DATA—UPDATE MODE

The Technical Certification—Soldier Data page (shown in Figure 12–76) allows you to modify the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

To update technical certification data for a Soldier perform the following steps:

1. The system displays the Certification Name and Certifying Agency as read-only.

2. You can modify the Certification Date, Date of Expiration, and State of Certification data that currently exist in the database for the Soldier.

3. Click Save to proceed. The system validates your entry and advances to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system returns to the Listing page and updates the Status column to show all successful actions.

4. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.

5. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

Figure 12–76: Technical Certification—Soldier Data, Update Mode

12.13.2.3.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system only allows enlisted Soldiers to be selected.
- The system validates that a technical certification is applicable to the selected Soldier's PMOS.
- The system does not remove technical certifications when the expiration date has been reached, allowing for updates to recertification dates.
- The system does not allow duplicate certifications.

12.13.2.4   TECHNICAL CERTIFICATION—SOLDIER DATA—REMOVE MODE

The Technical Certification—Soldier Data page (shown in Figure 12–77) allows you to remove the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–77: Technical Certification—Soldier Data, Remove Mode

To remove technical certification data for a Soldier, perform the following steps:

1. The system displays the Certification Name, Certifying Agency, Certification Date, Date of Expiration, and State of Certification data that currently exist in the database for the Soldier as read-only.

2. Click Save to proceed. The system prompts you to verify that the data are being removed from the Soldier's record. If the current page is the last or only selected action, the system returns to the Listing page and updates the Status column to show all successful actions.

3. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

12.13.2.4.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

*   The system only allows enlisted Soldiers to be selected.

*   The system validates that a technical certification is applicable to the selected Soldier's PMOS.

*   The system does not remove technical certifications when the expiration date has been reached, allowing for updates to recertification dates.

*   The system does not allow duplicate certifications.

12.14   GI Bill

The GI Bill module allows you to record and maintain GI Bill eligibility and enrollment data for one or more Soldiers. Figure 12–78, GI Bill Processes, illustrates the processes in GI Bill.
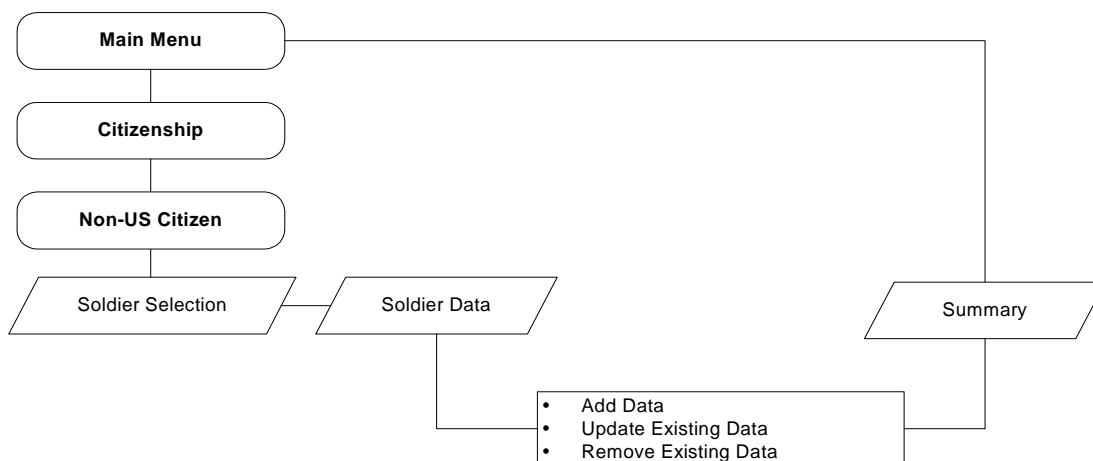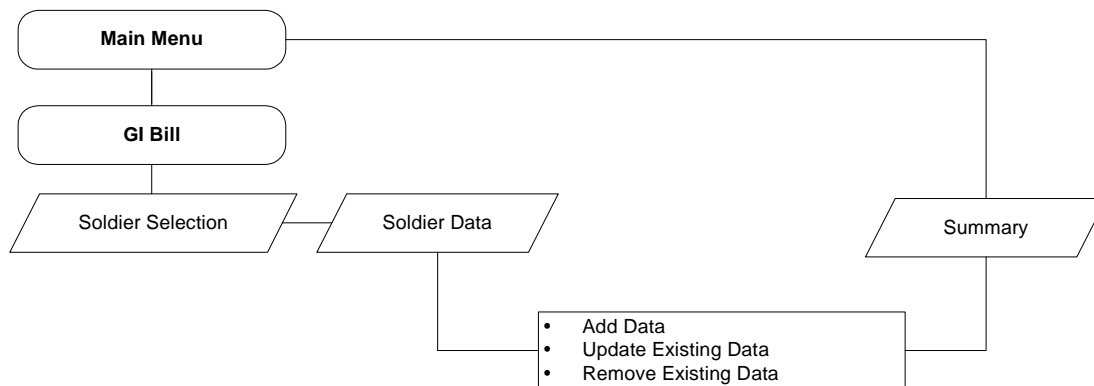

Figure 12–78: GI Bill Processes

To initiate the process of adding, updating, or removing GI Bill data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the GI Bill—Soldier Data page for the first Soldier selected. The system will not permit duplicate entry of GI Bill data.

12.14.1   GI Bill—Soldier Data—Add Mode

The GI Bill—Soldier Data page (shown in Figure 12–79: GI Bill—Soldier Data) allows you to enter GI Bill enrollment and eligibility data, including Vietnam Era eligibility status, for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and selected Action. The system also identifies the Soldier's Pay Entry Basic Date (PEBD), Initial Entry Date, and Basic Active Service Date. The system then displays the Soldier's position on the Soldier list and the total number of Soldiers from the list.

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Figure 12–79: GI Bill—Soldier Data

To add GI Bill data for a Soldier, perform the following steps:

1. Expand the GI Bill Eligibility Status and identify the appropriate status for the Soldier. This is a required field. Table 12–28, GI Bill Eligibility Status Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
S	DECL CONV FROM VEAP—VET BEN IMPR 2000
Q	DECLINE TO CONV FROM VEAP UNDER VBIA 96
C	ELIG-INT 2 YR AD + 4 YR SEL RES
B	ELIG-INT OBLIG AD 3 YRS OR MORE
A	ELIG-INT OBLIG AD LESS THAN 3 YRS
D	ELIG-MET GREATER BASIC BENEFIT RQMT
2	ENRLLD-NOT EXECUTED DECLINATION ENRLLMNT
5	ENRLLD-ON 3 YR OR MORE AD OBLIG
4	ENRLLD-ON LESS THAN 3 YR AD OBLIG
G	ENRL-ON AD OBLIG SVC < 3 YRS OPN ENRLMNT

Codes	Abbreviations
H	ENRL-ON AD OBLIG SVC 3 YRS OR > OPEN ENRL
T	ENROL CONV FROM VEAP, VET BEN IMP 2000
R	ENROLLED, CONV FROM VEAP UNDER VBIA '96
3	INELIG-CMSND AFTER 31 DEC 76
6	INELIG-DECLINED ENROLLMENT
8	INELIG-DID NOT RECV SECD SCH DIPL
1	INELIG-EAD PRIOR TO 1 JUN 85
7	INELIG-FAIL MEET MIN SVC/CHAR SVC RQMTS
J	MGIB ERA ELECTS ENRL DUE TO INVOL SEPN
N	MGIB ERA ELECTS ENRL DUE TO SSB
L	MGIB ERA ELECTS ENRL DUE TO VSI
O	NO REPORTED ENROLLMENT STATUS
K	VEAP ERA ELECTS ENRL DUE TO INVOL SEPN
P	VEAP ERA ELECTS ENRL DUE TO SSB
M	VEAP ERA ELECTS ENRL DUE TO VSI

**Table 12–28: GI Bill Eligibility Status Codes and
Abbreviations**

2. Provide the required College Fund GI Bill Basic Benefit Level from the picklist to identify
    the funding level for the Soldier. Table 12–29, College Fund GI Bill Basic Benefit Level
    Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
BC	$26,5000 2 AD/2 SR
BD	$26,500 2 AD
BE	$33,000 3 AD
BF	$40,000 4 AD
BG	$50,000 4 AD
BL	$8,000 2 AD
BM	$12,000 2 AD
BN	$12,000 3 AD
BP	$14,000 4 AD
BQ	KICKER NOT AUTH
BR	$8,000 2 AD/2 SR
BS	$20,000 3 AD/2 SR
BT	$20,000 2 AD
BV	$25,000 3 AD
BW	$30,000 4 AD

**Table 12–29: College Fund GI Bill Basic Benefit Level
Codes and Abbreviations**

3. Enter the Date Enrollment GI Bill in the provided text-entry field as required.
4. Expand the required Veterans Education Assistance Program Benefit Level and identify the
    appropriate benefit level. Table 12–30, Veterans Education Assistance Benefit Level Codes
    and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
0	NO CONTRIBUTION
1	VEAP/2 YR ENL/$4000 MAX CTRBN
2	VEAP/2 YR ENL/$2000 MAX CTRBN
3	VEAP/3 YR ENL/$3000 MAX CTRBN
4	VEAP/4 YR ENL/$4000 MAX CTRBN
5	VEAP/3 YR ENL/$5000 MAX CTRBN
6	VEAP/4 YR ENL/$6000 MAX CTRBN
7	VEAP/3 YR ENL/$4000 MAX CTRBN
8	VEAP/2 YR ENL/$8000 MAZ CTRBN
9	VEAP/3-4 YR ENL/$12000 MAX CTRBN
A	VEAP/2 YR ENL/$2000 MAX CTRBN
B	VEAP/3 YR ENL/$6000 MAX/LOAN FORGVNSS
C	VEAP/4 YR ENL/$6000 MAX/LOAN FORGVNSS
D	2-3-4 YR ENL/BENEF-SVC/LOAN FORGVNSS
E	VEAP/2 YR ENL/$75 MO/$2000/LOAN FORGVNSS
F	VEAP/3 YR ENL/$75 MO/$4000/LOAN FORGVNSS
G	VEAP/4 YR ENL/$75 MO/$6000/LOAN FORGVNSS
J	VEAP/4 YR ENL/$18300 KICKER
K	VEAP/2 YR COL/$12900 KICKER
L	VEAP/2 YR ENL/$8000 ACF
M	VEAP/2 YR ENL/$12000 ACF
N	VEAP/3 YR ENL/$12000 ACF
P	VEAP/4 YR ENL/$14400 ACF
S	VEAP/2 YR ENL W/2 YR TPU/$8300 ACF
T	VEAP/2 YR ENL/$8,300 ACF
V	VEAP/3 YR ENL/$10,600 ACF
W	VEAP/4 YR ENL/$15,600 ACF

**Table 12–30: Veterans Education Assistance Benefit
Level Codes and Abbreviations**

5. Expand the required Vietnam Era GI Bill Eligibility Status and identify whether the Soldier is ELIGIBLE or INELIGIBLE for the program.

6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the GI Bill—Summary page (shown in Figure 12–80, GI Bill Data—Summary) to show all completed actions.

7. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

8. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the GI Bill—Summary page. Otherwise, the system returns you to the Main Menu.

12.14.1.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that a duplicate record for the Soldier's Educational Entitlement Record is not entered.

- The system ensures that the Date of Enrollment GI Bill does not precede the Basic Active Service Date and that it is not a future date.

12.14.1.2 TRANSACTION TO TAPDB

The system sends Transaction 4415: GI Bill Data.

12.14.2 GI Bill—Soldier Data—Update Mode

In the Update Mode of an existing GI Bill Soldier Data, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry. Alternatively, you can click Next or Close as outlined above. The system sends a transaction to TAPDB as outlined in Section 12.14.1.2, Transaction to TAPDB.

12.14.3 GI Bill—Soldier Data—Remove Mode

In the Remove mode of an existing GI Bill data, the system displays the current values in the database for the selected Soldier as read-only. To remove GI Bill data for a Soldier, perform the following steps.

1. You can view the record and click Save to remove the record from the database.

2. The system will prompt you to confirm that the data are being removed from the database.

3. If you answer Yes, the system will remove the record and forward you to the next Soldier, if any exist. If the current page is the last or only Soldier, the system generates the GI Bill—Summary page to show all completed actions.

4. If you answer No, the system returns you to the current page for further processing.

5. You have the option to click Next or Close.

The system sends a transaction to TAPDB as outlined in Section 12.14.1.2, Transaction to TAPDB.

12.14.4 GI Bill—Summary

The GI Bill—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Rank, Name, SSN, and GI Bill Eligibility Status). You have the option to view and/or print this page.

Figure 12–80: GI Bill Data—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.15   Assignment Considerations

The functional category of Assignment Considerations includes the following functionality:

- Assignment Considerations
- Assignment Eligibility Availability (AEA)

Figure 12–81, Assignment Considerations Processes, illustrates the processes in Tests.

```
┌──────────────────┐
│    Main Menu     │
└────────┬─────────┘
         │
┌────────┴─────────┐
│   Assignment     │
│  Considerations  │
└────────┬─────────┘
         │
         ├──────────────  ⟋ Assignment Considerations ⟋
         │
         └──────────────  ⟋ Assignment Eligibility Availability ⟋
                              (AEA)
```
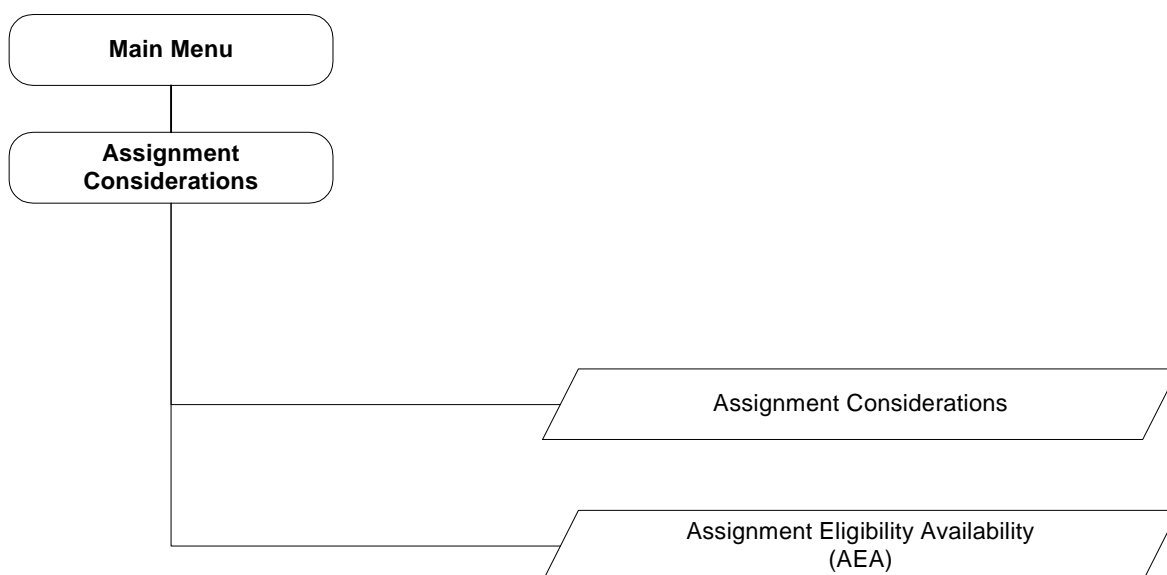
Figure 12–81: Assignment Considerations Processes

12.15.1   Assignment Considerations

The Assignment Considerations module allows you to record and maintain the assignment data considered during the reassignment processing for one or more Soldiers. This module also maintains both CONUS and OCONUS assignment preferences and restrictions for enlisted Soldiers. Figure 12–82, Assignment Considerations Processes, illustrates the processes in Assignment Considerations.

```
            ┌──────────────────┐
            │    Main Menu     ├──────────┬──────────────┐
            └────────┬─────────┘          │              │
            ┌────────┴─────────┐          │              │
            │   Assignment     │          │              │
            │  Considerations  │          │              │
            └────────┬─────────┘          │              │
                     │                    │              │
      ⟋ Soldier Selection ⟋   ⟋ Listing ⟋   ⟋ Soldier Data ⟋
                                          │
                              ┌───────────┴──────────────┐
                              │ •  Add New Data          │
                              │ •  Update Existing Data  │
                              │ •  Remove Existing Data  │
                              └──────────────────────────┘
```
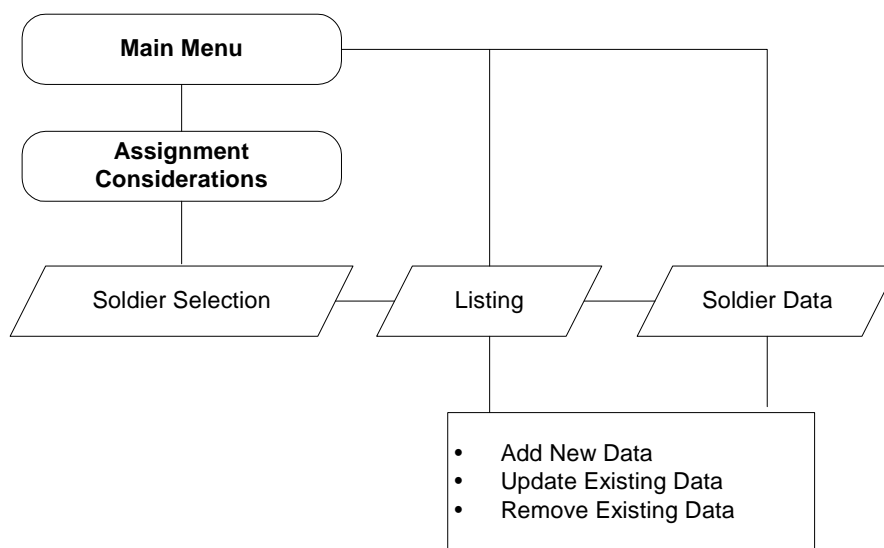
Figure 12–82: Assignment Considerations Processes

To initiate the process of adding, updating, or removing assignment considerations data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier

Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Assignment Considerations Listing page.

12.15.1.1 ASSIGNMENT CONSIDERATIONS LISTING

The Assignment Considerations Listing page (shown in Figure 12–83, Assignment Considerations Listing) details all assignment considerations that currently exist in the database for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–83: Assignment Considerations Listing

The following fields are available on this page:

- The Action column displays the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Assignment Considerations column details the basis for assignment considerations.

12.15.1.1.1 UPDATE OR REMOVE EXISTING ASSIGNMENT CONSIDERATIONS

You can update or remove one or more existing assignment considerations for the Soldier by selecting the appropriate action type from the corresponding picklist.

12.15.1.1.2 ADD ASSIGNMENT CONSIDERATIONS

To add assignment considerations data, perform the following steps:

1. Check the Add Country Restrictions checkbox to add an assignment consideration in the Country Restrictions category for the Soldier.

2. Click on the Add Other Assignment Considerations to add an assignment consideration in other categories.

3. Click Submit to proceed. The system will display the Assignment Considerations—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and adding any new data for the selected Soldier.

4. Alternatively, you can perform the following:

   - Click Next to proceed to the next Soldier on the list, if any exist. The system will detect data selection on the page and prompt you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

   - Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that the working session is being terminated and will return you to the Main Menu.

12.15.1.2 ASSIGNMENT CONSIDERATIONS—SOLDIER DATA—ADD MODE

12.15.1.2.1 ASSIGNMENT CONSIDERATION: COUNTRY RESTRICTION

The Assignment Considerations—Soldier Data page (shown in Figure 12–84, Assignment Considerations—Soldier Data—Country Restriction) allows you to record an OCONUS country restriction for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Complete the following steps to enter assignment considerations data in the Country Restriction category for the selected Soldier:

1. The system displays the type of assignment consideration in the Country Restriction category for the purpose of verification.

2. Expand the Country Restricted picklist and select the appropriate country. This is a required field.

Figure 12–84: Assignment Considerations—Soldier Data—Country Restriction

3. Expand the Assignment Country Restriction Reason and select a valid choice. This is a required field. Table 12–31, Assignment Country Restriction Reason Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
5	PERSONA NON GRATA
2	FORMER PEACE CORPS VOLUNTEER
4	DUAL CITIZENSHIP BETWEEN THE US AND ANOTHER COUNTRY
1	FORMER PRISONER OF WAR (POW)
6	FORMER HOSTAGE
7	UNSPECIFIED
3	CITIZEN OF FOREIGN COUNTRY

**Table 12–31: Assignment Country Restriction Reason
Codes and Abbreviations**

4. Click Add Additional Country Restrictions if the Soldier has additional assignment considerations in the Country Restrictions category.

5. Click Save to save the current record. The system validates your data entry and updates the database. If you have selected to add an additional country restriction consideration, the system refreshes and displays the page. Otherwise, the system then forwards you to the next

action selected from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page and updates the Status column to show all completed actions.

6. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

7. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system returns you to the Main Menu.

12.15.1.2.2 TRANSACTION TO TAPDB

The system sends Transaction 4765: Assignment Considerations.

12.15.1.2.3 ASSIGNMENT CONSIDERATION: OTHER ASSIGNMENT CONSIDERATIONS

The Assignment Considerations—Soldier Data page (shown in Figure 12–85, Assignment Considerations—Soldier Data—Other Assignment Considerations) allows you to record CONUS and OCONUS preferences and restrictions, other than Country Restrictions, for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–85: Assignment Considerations—Soldier Data—Other Assignment Considerations

Complete the following steps to enter Assignment Considerations Soldier Data in the category of Other Assignment Considerations for the selected Soldier:

1. Expand the Assignment Considerations picklist and select a valid choice. Table 12–32, Assignment Country Restriction Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A1	DUE AERS UTIL TOUR
A2	CONTRACTING OFFICER
A3	SERVING AERS UTIL FOUR
A4	PENDING REGULAR ARMY INTEGRATION—INITIAL POPULATION
A6	POTENTIAL STRATEGIST
A7	EXPERIENCED STRATEGIST
A8	PROMOTION PASSOVER
A9	HOME BASE ASSIGNMENT
B1	USMA PERM ASSOC PROF
B2	CONSCIENTIOUS OBJECTOR
B3	SEQUENTIAL ASSIGNMENT
B4	COMPLETED AERS UTIL
B5	PARTIAL COMP AERS UTIL
B6	FAMILY PROBLEM
B8	POTENTIAL FOR MATERIAL MANAGEMENT PROGRAM
B9	RET, REL OR SEP PNDG
C1	DEFERRED AERS UTIL TOUR
C2	SELECTED FOR MIL SCHOOL
C3	PHYSICAL LIMITATIONS
C4	ASSIGNMENT VOLUNTEER
C5	SCHOOL SELCTION IN 1 YR
C6	SERVED IN CERTIFIED ACQISITION MANAGEMENT PROGRAM POS
C8	MARRIED TO SVC MEMBER
C9	SOLE PARENT
D5	SERVICE MEMBER WITH EXCEPTIONAL FAMILY MEMBER
D7	TWINS
D8	AIRBORNE VOLUNTEER
K1	SOLE SURV SON/DAUGHTER
L1	UNDER ARREST/CONFINEMENT
M1	UNDER INVEST-SUBVERSION
N1	UNDER INVEST BY MIL OR CIVIL CRIMINAL INVEST ACTIVITY
P1	SUSP FAV PERS ACT (FLAG)
U1	ENROLLMENT IN THE ARMY UNIVERSITY ACCESS ON-LINE PROGRAM
F1	CONSIDERED FOR ARMY READINESS
F2	CONSIDERED FOR GROUND LIAISON OFFICER DUTY
F3	RESTRICTED FROM PARTICIPATING IN UNIT MOVES
F4	CONSIDER OF JOINT TOUR
F5	ADVANCED MILTIARY STUDY PROGRAM GRAD
F6	AOSF GRAD
F7	ATT CIVIL SCHOOL
F8	NON DEPLOYABLE
E6	CONSIDERED FOR COMBINED ARMS COMBAT TRAINING CENTER
E7	PROMOTABLE TO COL

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Codes	Abbreviations
E8	DEF INSTITUTES
E9	PRE-ID FOR JUMP-START
V1	RECRUITING DUTY PREFERRED
V2	DRILL SGT DUTY PREFERRED
V3	DRILL SERGENT REASSIGNMENT PROGRAM
E5	DEPLOYMENT RETURNEE
D9	POTENTIAL US MIL ACADEMY INSTR
L9	ASSIGNMENT RESTRICTIONS UNDER THE LAUTENBERG AMENDMENT APPLY
V5	AIRBORNE DUTY PREFERRED
V6	RECRUITER VOLUNTEER
V7	DRILL SERGEANT VOLUNTEER
V4	DETAILED RECRUITER REASSIGNMENT PROGRAM

**Table 12–32: Assignment Country Restriction Reason
Codes and Abbreviations**

2. Enter a valid value for the Year/Month Expires text-entry field if the assignment consideration is temporary.

3. Click Add Additional Assignment Considerations if the Soldier has additional assignment considerations.

4. Click Save to save the current record. The system will validate your data entry and update the database. If you have selected to add additional assignment considerations, the system will refresh and display the page. Otherwise, the system will then forward you to the next action selected from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page and updates the Status column to show all completed actions.

5. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

6. Click Next to skip the Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system returns you to the Main Menu.

12.15.1.2.4 TRANSACTION TO TAPDB

The system sends Transaction 4765: Assignment Considerations.

12.15.1.3 ASSIGNMENT CONSIDERATIONS—SOLDIER DATA—UPDATE MODE

This page allows you to update existing assignment considerations data for the selected Soldier. The system displays the current values in the database for the Soldier. You can edit those values and click Save**.** The system will validate and update your data entry. Alternatively, you can click Next or Close. The system will send transactions to TAPDB as outlined in Section 12.15.2.4, Transaction to TAPDB.

12.15.1.4   ASSIGNMENT CONSIDERATIONS—SOLDIER DATA—REMOVE MODE

The page allows you to remove existing assignment considerations data for the selected Soldier. The system displays the current values in the database for the Soldier as read-only. To remove assignment considerations data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.

2. The system prompts you to confirm that the data are being removed from the database.

3. If you answer Yes, the system removes the record and forwards you to the next action selected from the Listing page, if any exist. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page, updating the Status column to show all completed actions.

4. If you answer No, the system returns you to the current page for further processing.

5. You have the option to click Next or Close.

The system sends transactions to TAPDB as outlined in Section 12.15.2.4, Transaction to TAPDB.

12.15.2   AEA

The AEA module allows you to record and maintain the assignment of AEA codes for one or more Soldiers. Figure 12–86, Assignment Eligibility Availability (AEA) Processes, illustrates the processes in Assignment Eligibility Availability (AEA).
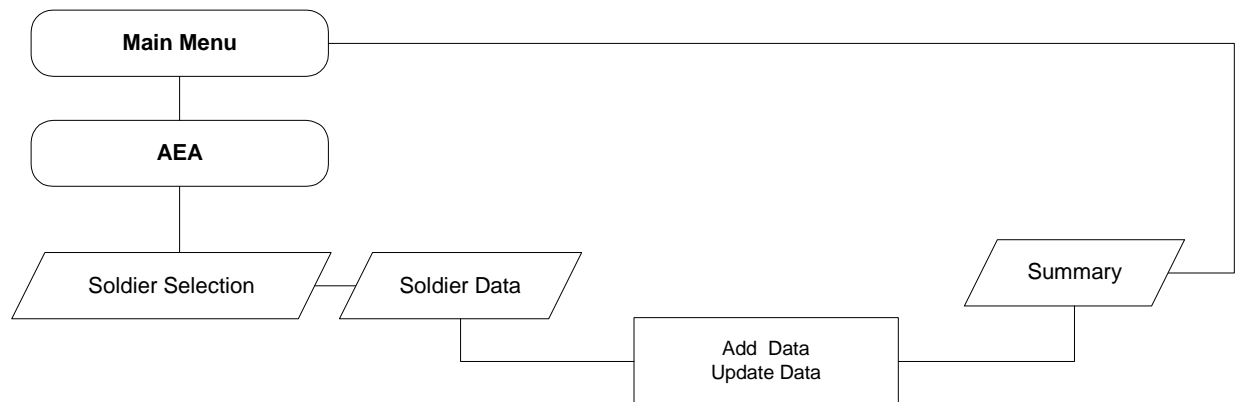
Figure 12–86: Assignment Eligibility Availability (AEA) Processes

To initiate the process of adding or updating AEA data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add or Update from the Action Type picklist. The system defaults the picklist to Add if there is no existing record for the Soldier. If the Soldier has an existing record, you will have the option to Update the current record. After you have made your selections, the system will display the Assignment Eligibility Availability (AEA) Soldier Data page.

12.15.2.1 ASSIGNMENT ELIGIBILITY AVAILABILITY (AEA)—SOLDIER DATA PAGE—ADD MODE

The Assignment Eligibility Availability (AEA)—Soldier Data page (shown in Figure 12–87, Assignment Eligibility Availability (AEA)—Soldier Data—Add Mode) allows you to add AEA data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–87: AEA Codes—Soldier Data—Add Mode

To add AEA data for a selected Soldier, perform the following steps:

1. Expand the AEA picklist and identify the appropriate code for the Soldier. This is a required field.
2. Enter the AEA Termination Date in the text-entry field. The data format is yyyymm.
3. Click Save to save the current record. The system validates your data entry and updates the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the Assignment Eligibility Availability (AEA) Summary page to show all completed actions.
4. Click Reset to clear all the text-entry fields.
5. Click Next to proceed to the next Soldier without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system displays the Main Menu.

6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system displays the Assignment Eligibility Availability (AEA) Summary page. Otherwise, the system returns you to the Main Menu.

12.15.2.1.1 SYSTEM VALIDATIONS

The system performs the following validations:

*   The AEA function is available for enlisted Soldiers and officers.

*   The AEA Termination Date will be entered as yyyymm.

*   AEA Codes F and Z will be the only available codes for officer input.

*   AEA Code will be available for enlisted Soldiers on assignment to Korea only.

*   AEA Code Z will be available for Soldiers currently assigned to Korea.

*   AEA Codes F and Z can be overlaid by the submission of AEA Code C as a result of a derogatory Duty Status.

12.15.2.1.2 TRANSACTION TO TAPDB

The system sends Transaction 4375: Assignment Eligibility Availability Data to TAPDB.

12.15.2.2   ASSIGNMENT ELIGIBILITY AVAILABILITY (AEA)—SOLDIER DATA PAGE— UPDATE MODE

The Assignment Eligibility Availability (AEA)—Soldier Data page (shown in Figure 12–88, Assignment Eligibility Availability (AEA)—Soldier Data—Update Mode) allows you to update AEA data for the selected Soldier. The system displays the current values in the database for the selected Soldier. You can edit these data and click Save. The system will validate and update your data entry. Alternatively, you can click Next or Close.
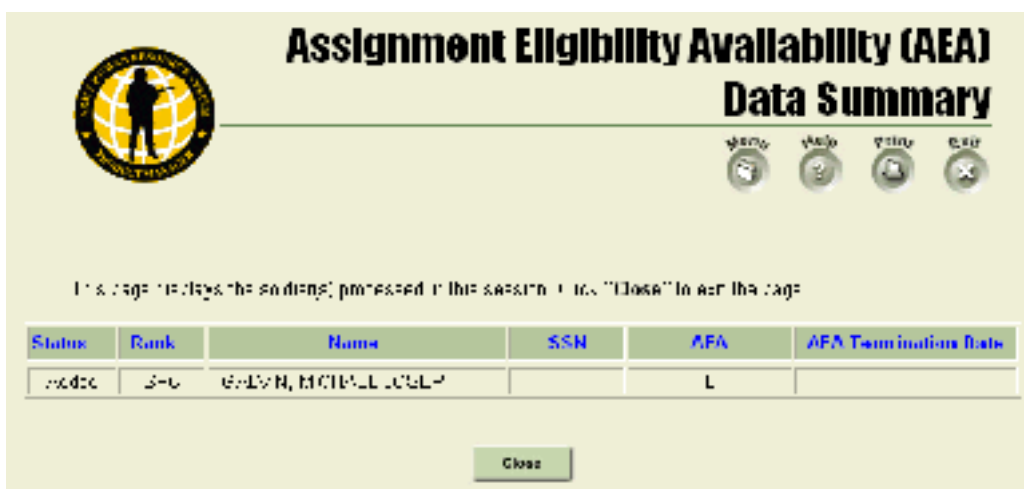
Figure 12–88: Assignment Eligibility Availability (AEA)—Soldier Data—Update Mode

12.15.2.3   ASSIGNMENT ELIGIBILITY AVAILABILITY (AEA) SUMMARY PAGE

This page (shown in Figure 12–89, Assignment Eligibility Availability (AEA) Summary Page) lists all Soldiers successfully processed and their corresponding data (Rank, Name, SSN, AEA, and AEA Termination Date). You have the option to view and/or print the page.

Figure 12–89: Assignment Eligibility Availability (AEA) Summary Page

Click Close to exit the page. The system will return the user to the Main Menu.

12.16   Tests

The functional category of Tests includes the following functionality:

- Army Physical Fitness Test (APFT)
- Personnel Management Tests
- ASVAB/AFCT Scores
- Weapons Qualification

Figure 12–90, Tests Processes, illustrates the processes in Tests.
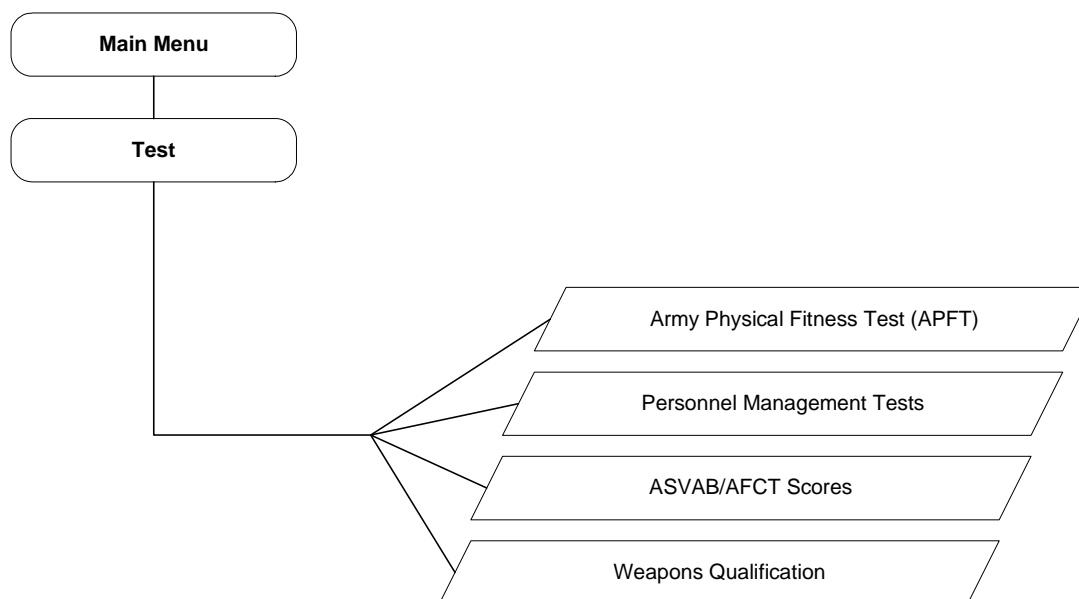
Figure 12–90: Tests Processes

12.16.1   Army Physical Fitness Test (APFT)

The Army Physical Fitness Test module allows you to record the detail of the Soldier's current APFT test results and whether the Soldier passed or failed his or her APFT. *e*MILPO will prompt you to flag the Soldier for APFT Failure if the Soldier did not pass the test.

Figure 12–91, Army Physical Fitness Test Processes, illustrates the processes in Army Physical Fitness Test.

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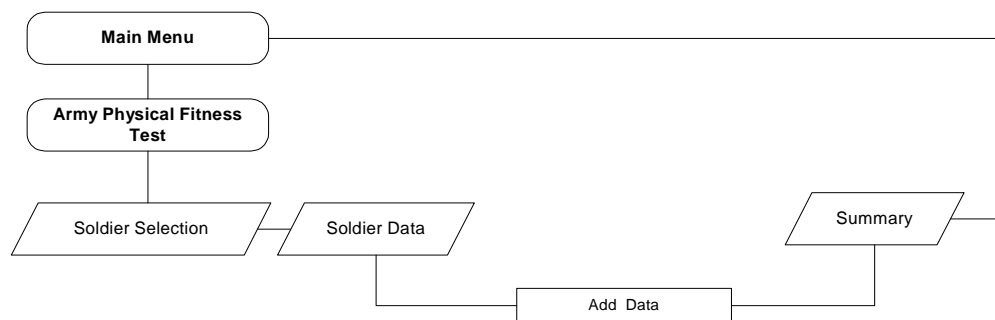
Figure 12–91: Army Physical Fitness Test Processes

To initiate the process of APFT data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the Army Physical Fitness Test—Soldier Data page for the first Soldier selected.

12.16.1.1   ARMY PHYSICAL FITNESS TEST—SOLDIER DATA—ADD MODE

The Army Physical Fitness Test—Soldier Data (shown in Figure 12–92, Army Physical Fitness Test—Soldier Data—Add Mode) page allows you to enter data from the latest physical fitness test for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–92: Army Physical Fitness Test—Soldier Data—Add Mode

Complete the following steps to enter APFT data for the selected Soldier:

1. Enter the Date of APFT, using YYYYMM format, in the provided text-entry field. This is a required field.

2. Enter the required Height (in inches) and Weight (in pounds) from the APFT document.

3. Indicate whether the Soldier passed or failed by selecting the appropriate value from the Pass/Fail APFT picklist.

4. If the selection is Fail, the system generates a message prompting you to initiate an SFPA flag for the Soldier for the Army Physical Fitness Test Failure. Click OK to proceed.

5. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the APFT—Summary page to show all completed actions.

6. Click Reset to clear the text-entry fields and reset the other data elements to their original values.

7. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the APFT Summary page. Otherwise, the system returns you to the Main Menu.

12.16.1.1.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that the entered height will be two characters in length and will contain only numeric characters. Values for height must be between 58 and 85 inches.

- The system ensures that the entered weight will be three characters in length and will contain only numeric characters. Values for weight must be between 90 and 400 lbs.

12.16.1.1.2 TRANSACTION TO TAPDB

The system sends Transaction 4405: Army Physical Fitness Test Data.

12.16.1.2 ARMY PHYSICAL FITNESS TEST—SOLDIER DATA—UPDATE MODE

This page allows you to update APFT data for the selected Soldier. The system displays the current values in the database for the Soldier. You can edit those values and click Save**.** The system validates and updates your data entry. Alternatively, you can click Next or Close. The system sends transactions to TAPDB as outlined in Section 12.16.1.1.2, Transaction to TAPDB.

12.16.1.3 ARMY PHYSICAL FITNESS TEST—SOLDIER DATA—REMOVE MODE

This page allows you to remove APFT data for a selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove APFT data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.

2. The system will prompt you to confirm that the data are being removed from the database.

3. If you answer Yes**,** the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page and updates the Status column to show all completed actions.

4. If you answer No, the system returns you to the current page for further processing.

5. You have the option to click Next or Close.

The system will send transactions to TAPDB as outlined in Section 12.16.1.1.2, Transaction to TAPDB.

12.16.1.4   ARMY PHYSICAL FITNESS TEST—SUMMARY

The Army Physical Fitness Test—Summary page (shown in Figure 12–93: Army Physical Fitness Test—Summary) displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Rank, Name, SSN, Pass/Fail, SFPA Type, and Effective Date). You have the option to view and/or print this page.
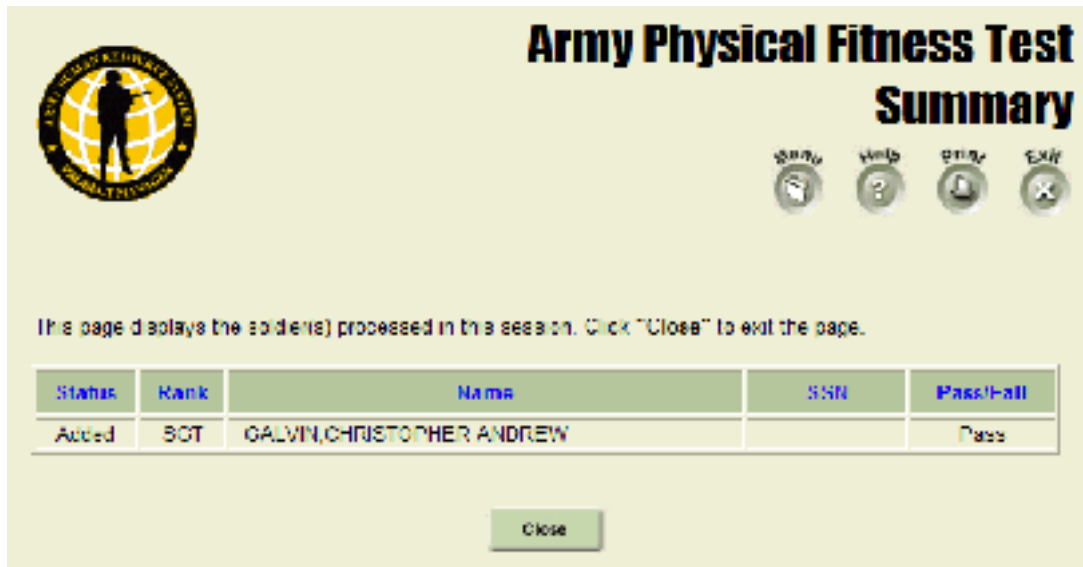
Figure 12–93: Army Physical Fitness Test—Summary

Click Close to exit the page. The system returns you to the Main Menu.

12.16.2   *Personnel Management Tests*

The Personnel Management Tests module records the details of the Armed Services Vocational Aptitude Battery (ASVAB), a personnel management aptitude examination administered by the Armed Forces to determine an individual's potential to perform skills in certain job classifications. Figure 12–94: Personnel Management Tests Processes, illustrates the processes in Personnel Management Tests.

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                    ┌─────────────────┐            │
                    │      Tests      │            │
                    └─────────────────┘            │
                             │                      │
                    ┌─────────────────┐            │
                    │   Personnel     │            │
                    │   Management    │            │
                    │     Tests       │            │
                    └─────────────────┘            │
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              ┌──────────────┴──────┐  ┌───────────┴───────┐
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                                     │  •  Remove Existing Data│
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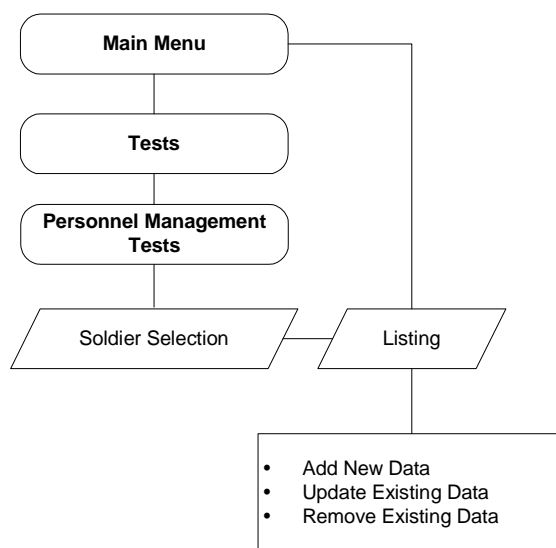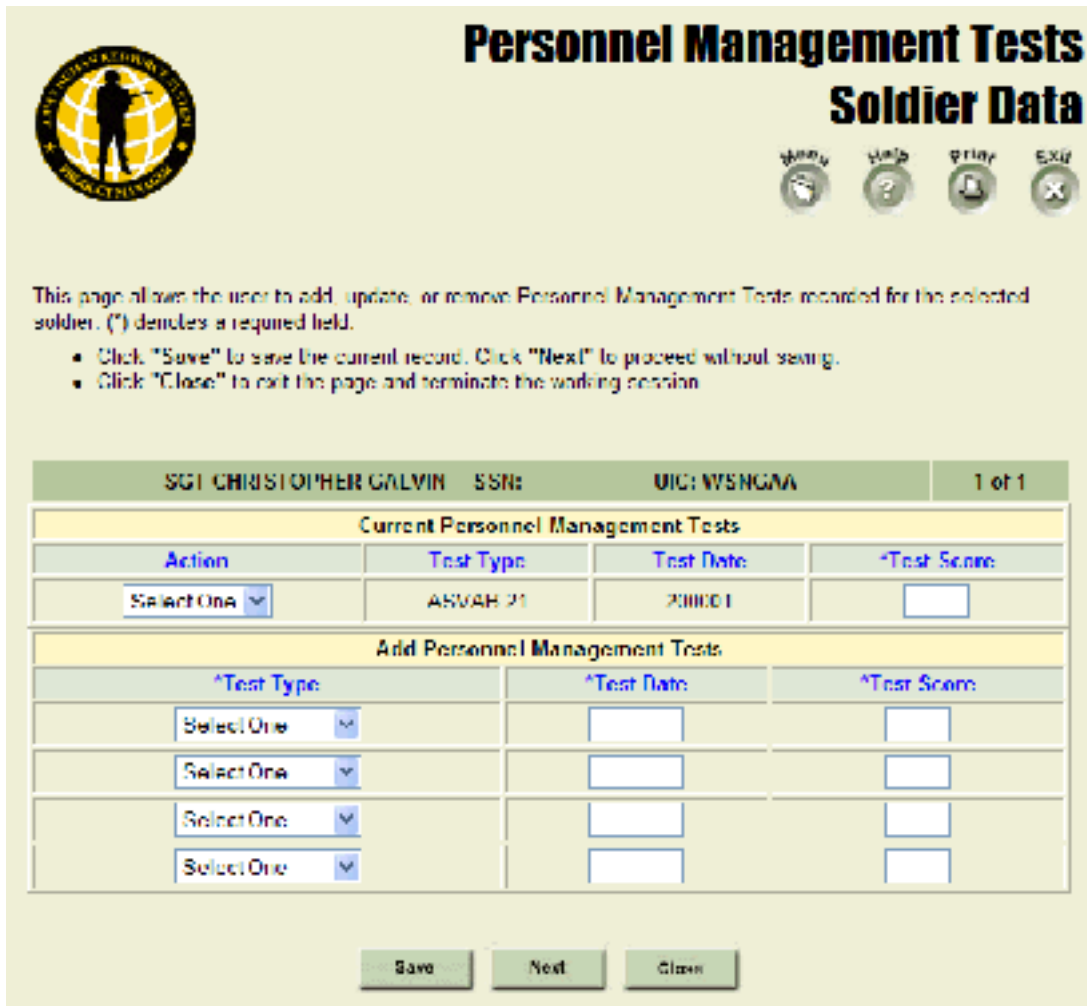
Figure 12–94: Personnel Management Tests Processes

To initiate the process of adding, updating, or removing personnel management test data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Personnel Management Tests—Soldier Data page.

12.16.2.1 PERSONNEL MANAGEMENT TESTS—SOLDIER DATA

The Personnel Management Tests—Soldier Data page (shown in Figure 12–95, Personnel Management Tests—Soldier Data) logs the ASVAB and other personnel management tests taken throughout the Soldier's army career and allows you to correct or revise the test scores. You also have the option to add new personnel management tests data and scores for the Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–95: Personnel Management Tests—Soldier Data

12.16.2.1.1 UPDATE OR REMOVE EXISTING PERSONNEL MANAGEMENT TESTS DATA

To update or remove existing personnel management tests data for a Soldier, perform the following steps:

1. Under the heading of Current Personnel Management Tests, the system displays the existing test data and score available for the Soldier.

2. The Action column stores the available actions that you can perform.

3. The Test Type and Test Date columns indicate the type of test and date of the test as read-only.

4. The Test Score column lists the score from the test and allows you to edit these data.

5. The system populates the Personnel Management Tests column with the current and previous test taken by the Soldier as read-only.

6. The system populates the Test Date column with the corresponding date of the tests as read-only.

7. The system populates the Test Score columns with the scores from the tests and allows you to correct or revise the scores as necessary.

8. You can select the appropriate action to perform from the corresponding picklist.

9. If the selected action is Update, you may edit the score value as necessary.

10. If the selected action is Remove, you do not need to edit any data.

12.16.2.1.2 ADD NEW PERSONNEL MANAGEMENT TESTS DATA

To add new personnel management tests data, perform the following steps:

1. Under the heading of Add Personnel Management Tests Data, select a valid choice from the Test Type picklist. This is a required field. Table 12–33, Personnel Management Tests Types, provides a list of the available values for this picklist.

Codes	Abbreviations
1C	DLPT I
1D	CEB4
1G	ECLT
2B	ARMY AAT
2C	DLPT II
2D	FAST
2G	ALT FAST
2H	AIM
3B	AUD PER TST
3C	DLPT III
3D	GST V1
3G	ELEC/DP TST
4B	TYPE DICT
4C	DLPT IV
4D	GST V2
5B	AMVD PE TST
5C	MAP 4A
5D	OSB 1
6B	AMVD BTRY I
6C	MAP 4A1
6D	OSB 2
7B	AMVD BTY II
7C	MAP 4B
7D	OSB 3
8B	DLAB
8C	MA 4B1
8D	OSB4
9C	CEB3
9A	ACB—FORM B

Table 12–33: Personnel Management Tests Types

2. Enter a Test Date for the selected test. This is a required field.

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3. Provide a Test Score for the selected test. This is a required field.

4. Click Save to save the current record. The system will validate your data entry and update the database. The system then refreshes the page and shows all successfully completed actions and saved data.

5. Click Next to advance to the next Soldier from the Soldier list. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.16.2.1.3 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that the Test Date cannot be after the current date.

- The system ensures that the Test Date cannot be before the Soldier's BASD.

12.16.3 ASVAB/AFCT Scores

The ASVAB/AFCT Scores module records the details of the specialized ASVAB and Armed Forces Classification Test (AFCT) data. These aptitude examinations are administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications. Figure 12–96, ASVAB/AFCT Scores Processes, illustrates the processes in ASVAB/AFCT Scores.
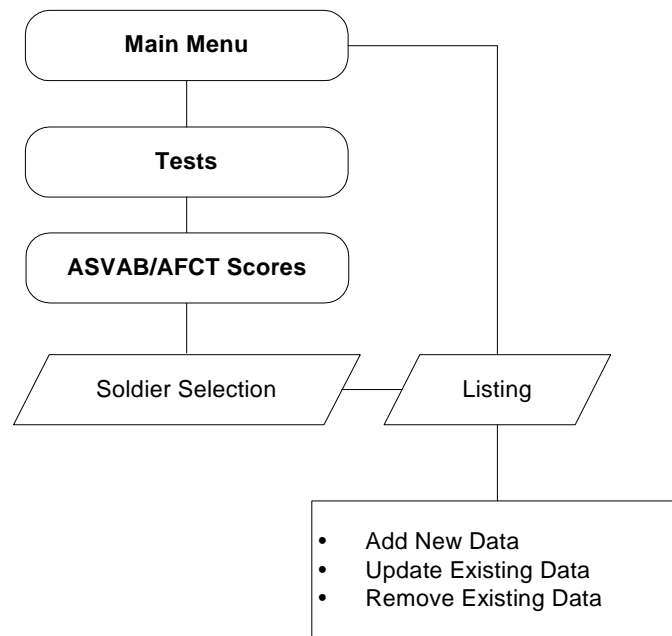
Figure 12–96: ASVAB/AFCT Scores Processes

To initiate the process of adding, updating, or removing ASVAB/AFCT data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection

Process). If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the ASVAB/AFCT Scores—Soldier Data page.

12.16.3.1   ASVAB/AFCT SCORES—SOLDIER DATA

The ASVAB/AFCT Scores—Soldier Data page (shown in Figure 12–97, ASVAB/AFCT Scores—Soldier Data) logs the ASVAB, AFCT, and other personnel management tests taken throughout the Soldier's army career and allows you to correct or revise the test scores. You also have the option to add new ASVAB/AFCT tests data and scores for the Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–97: ASVAB/AFCT Scores—Soldier Data

12.16.3.1.1 UPDATE OR REMOVE EXISTING ASVAB/AFCT SCORES DATA

To update or remove existing ASVAB/AFCT scores data for a Soldier, perform the following steps:

1. The system displays the existing test data and score available for the Soldier under the heading of Current ASVAB/AFCT Scores.

2. The Action column stores the available actions that you can perform.

3. The Apt Test Type and Apt Test Date columns indicate the type of test and date of the test as read-only.

4. The Apt Area indicates the skill area that the specific test covers.

5. The system populates the Test Score column with the resulting scores from the tests and allows you to correct or revise the scores as necessary.

6. You can select the appropriate action to perform from the corresponding picklist.

7. If the selected action is Update, you may edit the Score value as necessary.

8. If the selected action is Remove, you do not need to edit any data.

12.16.3.1.2 ADD NEW ASVAB/AFCT SCORES DATA

To add new ASVAB/AFCT scores data, perform the following steps:

1. Under the heading of Add ASVAB/AFCT Scores, the system populates the Apt Test Type column with the available tests. Expand the picklist and select a valid choice as required. Table 12–34, ASVAB/AFCT Scores Apt Test Type, provides a list of the available values for this picklist.

Codes	Abbreviations	Codes	Abbreviations
1B	ACB 1B	14	ASVAB 14
1A	AFCT	15	ASVAB 15
01	ASVAB 01	16	ASVAB 16
06	ASVAB 06	17	ASVAB 17
07	ASVAB 07	18	ASVAB 18
08	ASVAB 08	19	ASVAB 19
09	ASVAB 09	20	ASVAB 20
10	ASVAB 10	21	ASVAB 21
11	ASVAB 11	22	ASVAB 22
12	ASVAB 12	AA	ASVAB 22
13	ASVAB 13		

Table 12–34: ASVAB/AFCT Scores Apt Test Type

2. Enter a Test Date for the selected test. This is a required field.

3. Expand the Apt Area picklist and select an appropriate choice as required. Table 12–35, ASVAB/AFCT Apt Area Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
CL	CLERICAL/ADMINISTRATIVE
CO	COMBAT
EL	ELECTRONICS
FA	FIELD ARTILLERY
GM	GENERAL MAINTENANCE
GT	GENERAL TECHNICAL
MM	MOTOR MECHANICAL
OF	OPERATIONS AND FOOD
SC	SURVEILLANCE AND COMMUNICATIONS
ST	SKILLED TECHNICAL

Table 12–35: ASVAB/AFCT Apt Area Codes and Abbreviations

4. Provide a Test Score for the selected test. This is a required field.

5. Click Save to save the current record. The system will validate your data entry and update the database. The system then refreshes the page and shows all successfully completed actions and saved data.

6. Click Next to advance to the next Soldier on the Soldier list. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.16.3.1.3 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that the entered test score is a maximum of three characters in length and contains only numeric characters.

- The APT Test Date cannot be after the current date.

- The system ensures that duplicate test data cannot be entered for the Soldier.

12.16.3.1.4 TRANSACTIONS TO TAPDB

The system sends Transaction 4345: Personnel-Management-Tests.

12.16.4   Weapons Qualification

The Weapons Qualification module allows you to add, update, or remove one or more weapons qualifications for the selected Soldier. Figure 12–98, Weapons Qualification Processes, illustrates the processes in Weapons Qualification.
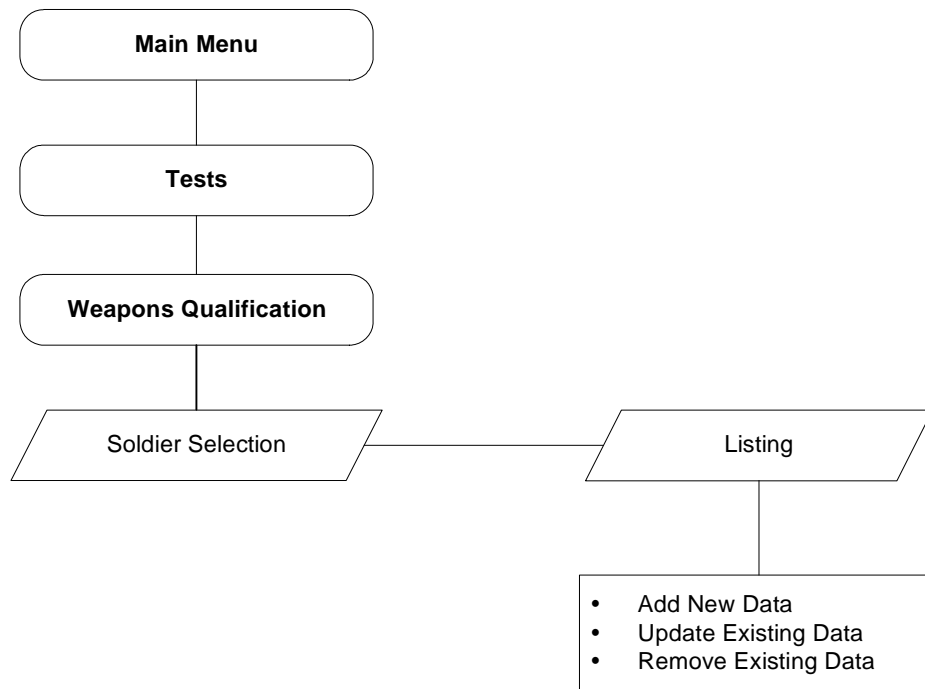
Figure 12–98: Weapons Qualification Processes

To initiate the process of adding, updating, or removing weapons qualification data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Weapons Qualification Listing page.

12.16.4.1   WEAPONS QUALIFICATION LISTING

The Weapons Qualification Listing page (shown in Figure 12–99, Weapons Qualification Listing) lists all qualified weapons that exist in the database for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's position on the Soldier list as well as the total number of Soldiers from the list.

Figure 12–99: Weapons Qualification Listing

The following fields are available on this page:

- The Action column displays the available actions.

- The Status column will show your completed actions.

- The Weapon Type column identifies the types of weapon for each qualification. An example of a type of weapon would be M16A1 RIFLE or 9MM PISTOL.

- The Qualification Date column indicates the date that the listed weapon was qualified.

12.16.4.1.1 UPDATE OR REMOVE EXISTING WEAPONS QUALIFICATION DATA

You can update or remove one or more weapons qualification listings on the Listing page by selecting the corresponding action type from the action picklist.

12.16.4.1.2 ADD NEW WEAPONS QUALIFICATION DATA

To add new weapons qualification data for a Soldier, perform the following steps:

1. Check the corresponding checkbox to add a new weapon qualification.

2. Click Submit to proceed. The system will display the Weapons Qualification—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and update the Status column, listing all completed actions and adding any new weapon qualification data for the selected Soldier.

3. Click Close to terminate the working session. If the current Soldier is the only Soldier on the Soldier list, the system returns you to the Main Menu. If the current Soldier is not the only Soldier on the Soldier list, the system will prompt you to confirm that you wish to terminate

the working session. If you answer Yes, the system will display the Main Menu. If you answer No, the system returns you to the current page for further processing.

12.16.4.2   WEAPONS QUALIFICATION—SOLDIER DATA—ADD MODE

The page shown in Figure 12–100, Weapons Qualification—Soldier Data, allows you to add a new qualified weapon for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier's position on the Soldier list in addition to the total number of Soldiers on the list.

Figure 12–100: Weapons Qualification—Soldier Data

To add new weapons qualification data for a Soldier, perform the following steps:

1. Expand the Weapon Type picklist and select a value.
2. Enter the Qualification Date of the weapon in the provided text-entry field.
3. Provide the Total # of Hits or the Total Score earned in the available text-entry field.
4. Expand the Basic Marksman Qualification Badge picklist and select a value.
5. You have the option to click Enter Additional Weapons if there is more than one weapon to add.
6. Click Save to save the record. The system will update the Soldier's record and advance to the next selected action from the Listing page. If the current action is the only or last selected from the Listing page, the system returns you to the Listing page and update the Status column to show all completed actions.

7. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

8. Click Next to skip this action. The system will advance to the next selected action from the Listing page if any exist.

12.16.4.2.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system ensures that a duplicate Weapon Type cannot be added.
- The system ensures that the Qualification Date cannot be after the current date.
- The system ensures that the Qualification Date cannot be before the Soldier's BASD.
- The Total # of Hits cannot be greater than 300.
- The Total # of Hits cannot be less than 0.

12.17 Military Occupational Specialty

The Military Occupational Specialty (MOS) module records the primary (PMOS), secondary (SMOS), additional military occupational specialty, as well as projected, and career progression MOS for one or more Soldiers. The system also maintains the additional skill identifier's (ASI) and skill qualification indicator's (SQI) awarded to the Soldiers. With the exception of PMOS, you have the option to add new MOS designations, or to update and remove existing designations for enlisted soldiers. You have the option to view MOS designations for Soldiers Warrant Officers and Commissioned Officers. Figure 12–101, Military Occupational Specialty Processes, illustrates the processes in Military Occupational Specialty.
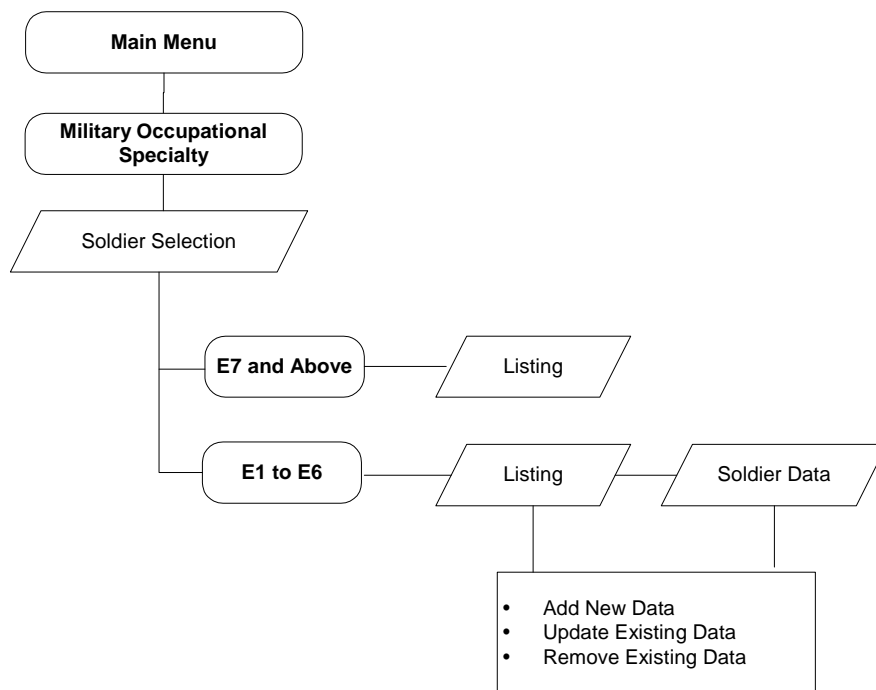
Figure 12–101: Military Occupational Specialty Processes

To initiate the process of adding, updating, or removing MOS data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Military Occupational Specialty—Listing page.

12.17.1 Military Occupational Specialty—Listing

The Military Occupational Specialty—Listing page (shown in Figure 12–102, Military Occupational Specialty—Listing) lists the skill designations recorded in the database for the enlisted Soldier. These designations include Primary, Secondary, and Additional MOS, SQI, ASI, and Language. You also have the option to update or revise existing skill designations as well as add new ones. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–102: Military Occupational Specialty—Listing

The following fields are available on this page:

- The Action column indicates the available actions that you can select to perform: Update and Remove. Please note that the only available action for Primary MOS is Update.

- The Status column is populated after you have completed all actions. The Status column will show your completed actions.

- Under the subheading of specific skill category, the system displays the current values for the designation including the Award Date and Effective Date for the designations. The system will indicate if no data exist in the database for the specific category.

12.17.1.1 UPDATE OR REMOVE EXISTING MILITARY OCCUPATIONAL SPECIALTY DESIGNATIONS

You can update or remove one or more existing skill designations for the Soldier by selecting the appropriate action type from the corresponding picklist.

12.17.1.2 ADD NEW MILITARY OCCUPATIONAL SPECIALTY DESIGNATIONS

You may add one or more new MOS designations by expanding the Add MOS, SQI, and ASI picklist and selecting the appropriate MOS category. To add new MOS designations for a Soldier, perform the following steps:

1. Click Submit to proceed. The system displays the Military Occupational Specialty—Soldier Data page for the first selected action. The system loops through all selected actions and returns you to the Listing page and updates the Status column to show all completed actions.

2. Click Next to proceed without saving. The system detects data selection on the page and prompts you to save or discard the data. The system advances to the next Soldier on the list, if one exists. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

3. Click Close to exit the page and terminate the working session. The system detects data selection on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

12.17.2 *Military Occupational Specialty—Soldier Data—Add Mode*

The Military Occupational Specialty—Soldier Data in Add mode (shown in Figure 12–103, Military Occupational Specialty—Soldier Data, Add Mode) allows you to add a new Secondary, Additional, Career Progression, or Projected MOS as well as SQI and ASI designations. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

To add a new Secondary, Additional, Career Progression, or Projected MOS, SQI, or ASI designations, perform the following steps:

1. Enter the appropriate MOS designation in the provided text-entry field as required.

2. Provide the corresponding Award Date, which indicates the calendar date the Soldier is awarded the skill designation, in the text-entry field as required. **Note:** Award Date is not applicable for recording Career Progression or Projected MOS.

3. If the data are available, enter the Effective Date for the MOS designation in the provided text-entry field. **Note:** Effective Date is not applicable for recording Career Progression or Projected MOS. Also, Effective Date is not applicable for recording ASI and SQI.

Figure 12–103: Military Occupational Specialty—Soldier Data, Add Mode

4. Click Save to proceed. The system will validate your entry and forward to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system will return to the Listing page and update the Status column to show all successful actions.

5. Click Reset to clear all text-entry fields.

6. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.

7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

12.17.2.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that the Award Date is not a future date and that it does not precede the Soldier's DIEMS.
- The system ensures that the Effective Date is not a future date.
- The system ensures that only one Secondary MOS is designated for the Soldier.
- The system ensures that duplicate entries of MOS, ASI, and SQI are not permitted.
- The system ensures that only active MOS, ASI, and SQI are saved to the database.

- The system shall ensure that the entered MOS, ASI, and SQI are valid for the Soldier's class and grade.

- The system shall ensure that a female Soldier is not placed into an AOC, MOS, or SQI that is closed to female Soldiers.

- The system shall ensure that the selected SQI and ASI correspond to the Soldier's MOS.

- The system shall ensure that only one Career Progression MOS and one Projected MOS are selected for the Soldier.

- The system shall prevent updates to a Soldier's record that will result in an MOS value of "68W" and an ASI value of "Y2."

- When adding or updating information, the system ensures that the MOS is valid by checking that the MOS implemented and rescind dates.

12.17.2.2   SYSTEM UPDATES

The system will default the Control Skill Indicator (CSI) to "N" when a user adds an MOS for the Soldier.

12.17.2.3   TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB:

- Transaction 4250: MOS Update
- Transaction 4255: Skill Qualification Identifier—Enlisted Data
- Transaction 4260: Additional Skill Identifier Data

12.17.3   Military Occupational Specialty—Soldier Data—Update Mode

The Military Occupational Specialty—Soldier Data page allows you to modify the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To update MOS data for a Soldier perform the following steps:

1. The system displays the MOS designation, Award Date, and Effective Date that currently exist in the database for the Soldier. You have the option to modify the values as necessary.

2. Click Save to proceed. The system will validate your entry and advance to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system will return to the Listing page and update the Status column to show all successful actions.

3. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

5. The system validates and updates your entry.

The system sends transactions to TAPDB as outlined in Section 12.17.2.3, Transactions to TAPDB.

12.17.3.1   SYSTEM VALIDATIONS

The system performs the following validation for this function: The system will determine the corresponding ASIs and SQIs to automatically withdraw when a user updates the Primary MOS.

12.17.4   Military Occupational Specialty—Soldier Data—Remove Mode

The Military Occupational Specialty—Soldier Data page allows you to remove the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove MOS data for a Soldier, perform the following steps:

1. The system displays the MOS designation, Award Date, and Effective Date that currently exist in the database for the Soldier as read-only.

2. Click Save to proceed. The system will prompt you to verify that the data are being removed from the Soldier's record. If the current page is the last or only selected action, the system will return to the Listing page and update the Status column to show all successful actions.

3. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.17.2.3, Transactions to TAPDB.

12.17.4.1   SYSTEM VALIDATIONS

The system performs the following validations for this function: The system will determine the corresponding ASIs and SQIs to automatically withdraw when a user removes a Secondary or Additional MOS.

12.17.5   Military Occupational Specialty—Listing—E7 and Above

The Military Occupational Specialty—Listing page for ranks E7 and above (shown in Figure 12–104, Military Occupational Specialty—Listing—E7 and Above) lists the skill designations recorded in the database as read-only for these Soldiers. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

- Under the subheading of specific skill category, the system displays the current values for the designation, including the Award Date and Effective Date for the designations. The system will indicate if no data exist in the database for a specific category.

- Click Next to proceed to the next action selected from the Listing page without saving, if any exist. If the current page is the only selected action, the system returns you to the Main Menu.

- Click Close to terminate the working session. The system then returns you to the Main Menu.

Figure 12–104: Military Occupational Specialty—Listing—E7 and Above

12.18   Readiness

The Readiness module displays the data pertaining to the Soldiers' physical readiness for duty. Readiness data lists the date of last physical exam and last HIV test, and details the Soldiers' physical profile factors (PULHES), which include scores for height, weight, lower and upper extremities as well as vision, hearing, and psychological scores. Figure 12–105, Readiness Processes, illustrates the processes in Readiness.
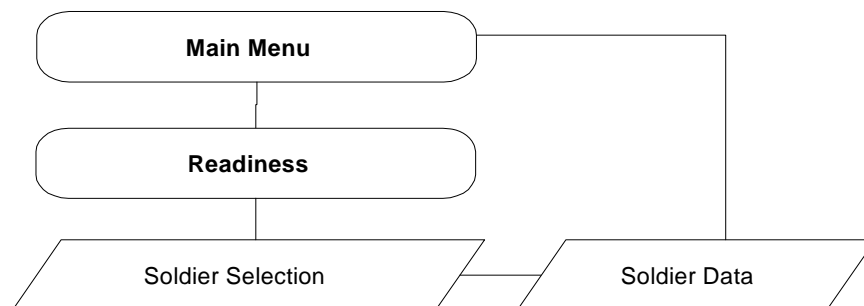
Figure 12–105: Readiness Processes

To initiate the process of viewing readiness data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to view readiness data, the system will display the Readiness—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

12.18.1   Readiness—Soldier Data

The Readiness—Soldier Data page (shown in Figure 12–106, Readiness—Soldier Data) allows you to view the current physical profile factors and scores as well as the Medical Readiness Classification code and reason for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–106: Readiness—Soldier Data

For Official Use Only

To view readiness data for a Soldier, perform the following steps:

1. The system displays the current data for the Soldier as read-only.

2. Click Next to proceed to the next Soldier from the Soldier list, if any exist. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

3. Click Close to terminate the working session. The system returns you to the Main Menu.

12.19   Overseas Assignment Data

The Overseas Assignment Data function allows you to update overseas assignment information for a Soldier. Figure 12–107, Overseas Assignment Data Processes, illustrates the processes in the functional category of Overseas Assignment Data.
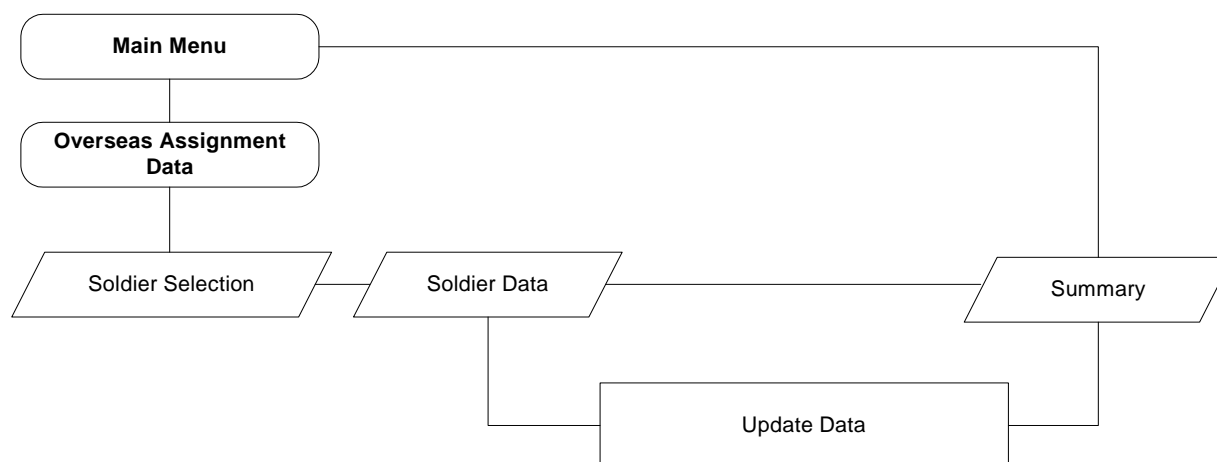
Figure 12–107: Overseas Assignment Data Processes

To initiate the process updating overseas assignment data for a Soldier, you must first build a Soldier list. The search criteria available for Overseas Assignment Data are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Overseas Assignment Data – Soldier Data page.

12.19.1   Overseas Assignment Data—Soldier Data—Update Mode

The Overseas Assignment Data—Soldier Data—Update Mode page (shown in Figure 12–108, Overseas Assignment Data—Soldier Data—Update Mode) allows you to update overseas assignment information for a Soldier. The system displays the Soldier's Rank, Name, SSN, current UIC, and current Status as read-only. The system also displays the Soldier's position on the Soldier list in addition to the total number of Soldiers on the list.

Figure 12–108: Overseas Assignment Data—Soldier Data—Update Mode

Follow these steps to overseas assignment data for a Soldier:

1. Under the subheading of Basic Assignment Data, the system displays the existing OCONUS arrival data as read-only.
2. Select the appropriate value from the Dependent Travel Status drop-down menu. Available values include the following:

    - Accompanied
    - No Dependents
    - Dependent Restricted
    - Unaccompanied

3. Enter the effective date of the dependent arrival in the Dependent Arrival Date field.
4. In the CS Depn Qty field, enter the number of command-sponsored dependents.

5. In the NS Depn Qty field, enter the number of dependents who are not sponsored by the Soldier's command.

6. Select the length of the tour from the Tour Duration drop-down menu. Available values include the following:

    *   Short (12 Months)
    *   Long (24 Months)
    *   Long (36 Months)

7. Enter the DEROS date in the text-entry field provided. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).

8. Click Save to save the current record. The system will validate your data entry and update the Soldier's record accordingly. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the Overseas Assignment Data—Summary page.

9. Click Next to advance to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Overseas Assignment Data—Summary page to show all completed actions.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Overseas Assignment Data—Summary page to show all completed actions. Otherwise, the system returns you to the Main Menu.

12.19.1.1   SYSTEM VALIDATIONS

The system performs the following validations:

*   The system shall ensure that the Arrival Date is not a future date.

*   The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments.

*   The system shall ensure that the Arrival Date does not precede the Soldier's Arrival Date from previous assignments.

*   The system shall ensure that the Arrival Date does not precede the Soldier's Pay Entry Basic Date.

*   The system shall ensure that the Departure Date is not a future date, and is prior to or the same as the assignment date from the previous assignment.

*   The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.

*   The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.

*   The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.

*   The system shall ensure that the Assignment Location is OCONUS and reflects the entered Gaining UIC.

- The system shall ensure that the Dependent Arrival Date does not precede the Arrival Date, and that it is not after the DEROS Date.

- The system shall ensure that the DEROS date is not earlier than the assignment Arrival Date for an OCONUS assignment.

12.19.1.2   SYSTEM UPDATES

The system updates the following information in the Soldier's record:

- The system shall remove the Soldier's assignment instruction.

- If the losing unit has entered the Soldier's departure information, the system shall flag the departure information as arrived.

- The system shall automatically close any open attachments with the attachment start date prior to or equal to the departure date.

- The system updates the PERSS (Person Strength Status) to match the Unit Manning Status Code of the gaining unit.

- The system assigns the Soldier to Position Number 9992 and Duty Title of Incoming Personnel.

- The system updates the Soldier's duty status to "PDY."

12.19.1.3   TRANSACTION TO TAPDB

The system will send the following transactions:

- If the losing unit entered the departure information and you correct the departure date, the system sends Transaction 4170: Revocation of Departure, Transaction 4155: Soldier Departure, and Transaction 4175: Arrival

- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)

- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)

- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)

- If the user released the Soldier(s)' attachment(s), the system sends Transaction 4150: Report Release from Attachment

- Transaction 4195: Military Duty Status

- For a sign-of-life arrival, the system sends Transaction 4155: Departure and Transaction 4175: Arrival

- Transaction 4370: Overseas Assignment Data

12.19.2   Overseas Assignment Data Summary

This page (Figure 12–109, Overseas Assignment Data—Summary) displays a list of the Soldiers for whom overseas assignment data were successfully updated and their corresponding data (status, rank, name, SSN, UIC, arrival date, position number, and duty title). You have the option to view and/or print the page.

Figure 12–109: Overseas Assignment Data—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.   PERSONNEL ACCOUNTING

This chapter describes the personnel accounting capability of *e*MILPO and outlines the functional areas available to support personnel accounting. The functional category of Personnel Accounting offers the following areas within *e*MILPO:

- Arrival—This includes the following:
  – Soldier Arrival
  – OCONUS Arrival
  – Arrival Date Correction
  – Mass Arrival
  – Revoke Arrival
- Attachment—This includes the following:
  – Attach Soldier (including Release from Attachment)
  – Mass Attachment
- Slotting
  – Slotting – Authorized Documents
  – Slotting – No Authorized Documents
- Duty Status
- Soldier Patient History
- Assignment History
  – Assignment/Duty History
  – Tour Credits
- Reserve Component Accounting—This includes the following:
  – Soldier Mobilization
  – Soldier Demobilization
  – Unit Mobilization
  – Unit Demobilization
  – Attach RC Soldiers/Operational Support (ADOS)
- DFR/DFS—This includes the following:
  – Drop from Rolls or Strength
  – Return from DFR/DFS
  – Revoke DFR/DFS
- Transition/Loss—This includes the following:
  – Soldier Transition/Loss to the Army
  – Mass Transition
- PCS Departure—This includes the following:
  – Departure
  – PCS Departures
  – Revoke Departure
- RA Strength
  – Recall Retiree
  – Sanctuary/UCMJ

– Enlistment Into RA

- Casualty Affairs

Figure 13–1, Personnel Accounting Processes, illustrates the processes in Personnel Accounting.
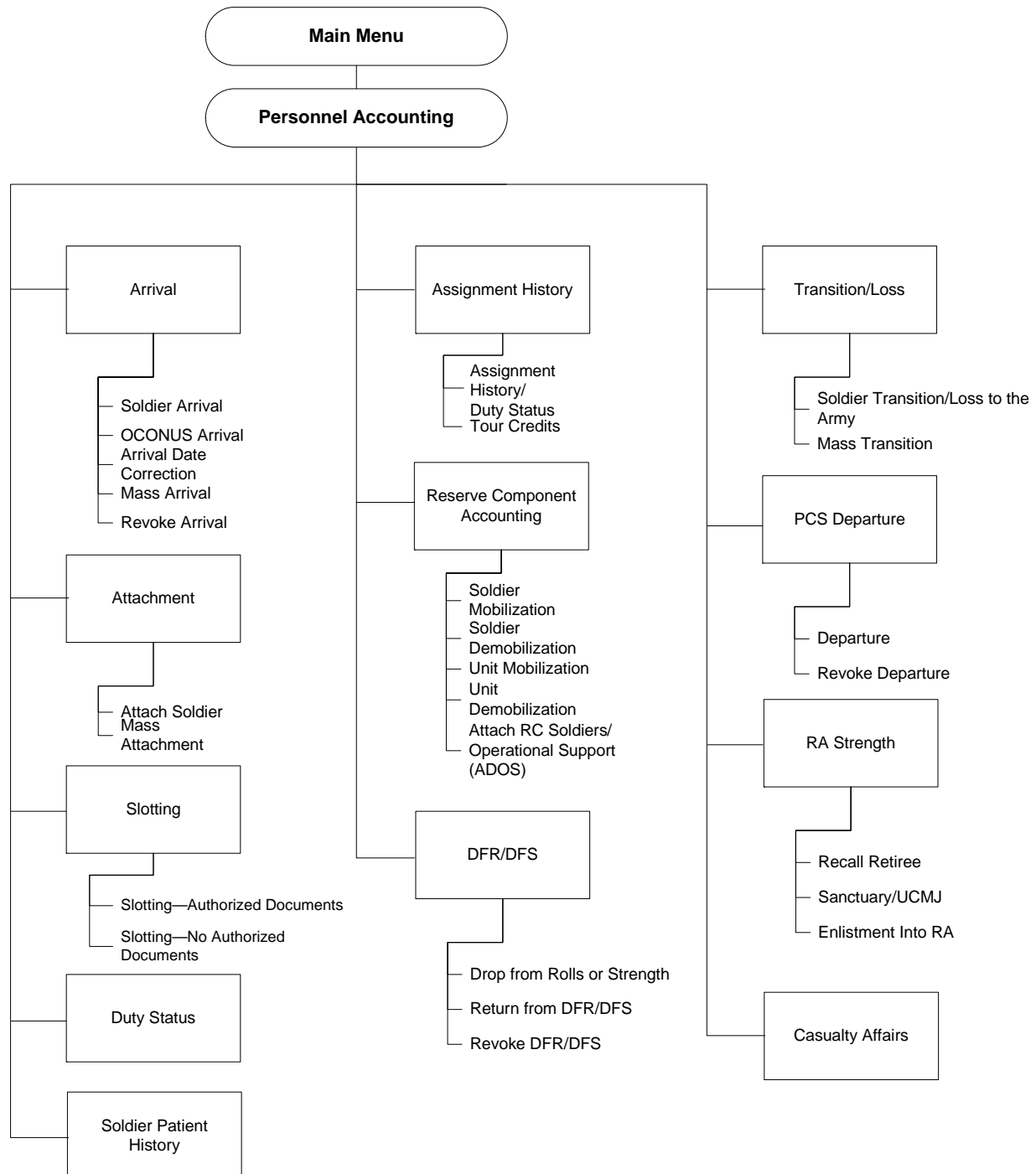
Figure 13–1: Personnel Accounting Processes

13.1 Arrival

Arrival consists of Soldier Arrival, OCONUS Arrival, Arrival Date Correction, Mass Arrival, and Revoke Arrival. *e*MILPO supports the sign-of-life concept in that if a Soldier arrives on site, the system can arrive the Soldier without requiring the Soldier to be properly departed from the losing unit. In the Mass Arrival process, the system will notify you that Soldiers must be properly departed in the system prior to processing a mass arrival. Figure 13–2, Arrival Processes, illustrates the different processes in Arrival.
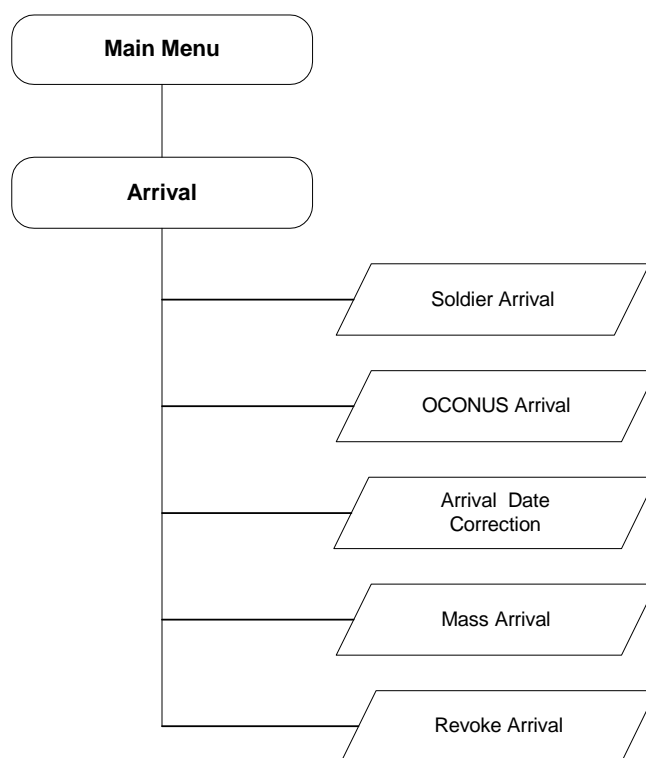
Figure 13–2: Arrival Processes

13.1.1 Soldier Arrival

Soldier Arrival allows you to process the arrival of Soldiers to their new units for the Assignment Types of CONUS, Local CONUS, and Local OCONUS. You have the option to arrive the Soldiers without having to depart the Soldiers from the losing unit. Figure 13–3, Soldier Arrival Processes, illustrates the processes in Soldier Arrival.
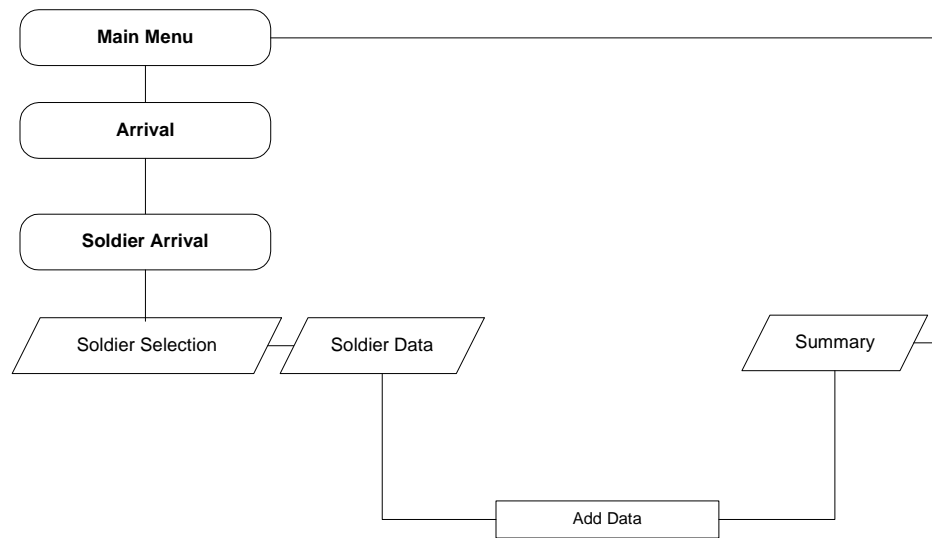
Figure 13–3: Soldier Arrival Processes

13.1.1.1   SOLDIER ARRIVAL—SOLDIER SELECTION

The Soldier Arrival—Soldier Selection page (shown in Figure 13–4: Soldier Arrival—Soldier Selection) allows you to build a list of Soldiers for the working session. You have the option to load a text file containing the SSNs of Soldiers from the unit. You can click Load to upload the file. The system will display the SSN File Load page.

Figure 13–4: Soldier Arrival—Soldier Selection

13.1.1.1.1   SSN FILE LOAD

This page allows you to load a file containing SSNs for the Soldier list. The file needs to be saved as an ASCII text file. Follow the instructions in the subsequent paragraphs to prepare and format the file for uploading.

To prepare and format an ASCII text file using MS Word, perform the following steps:

1. Open a new Word document. Type each SSN on its own line and, separating each with a return (press **Enter** to insert a return).
2. From the File menu, select Save As. The system will display the Save As dialog box.
3. Expand the Save In picklist and select a local drive as the storage destination. Type a name for the file with the .txt extension in the File name field: for example, ssn.txt

4. You may also specify the text file format by expanding the Save as picklist and selecting Text Only (*.txt).

5. Click Save to proceed. The system will save the file in the designated format and close the window.

6. Click Cancel to close the window without saving.
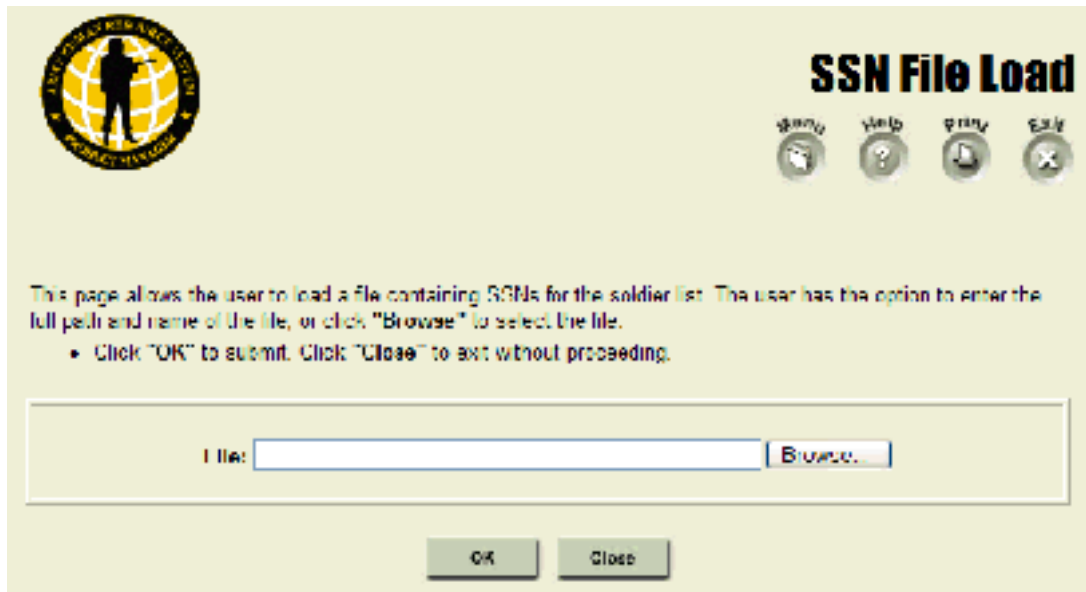
Figure 13–5: SSN File Load

To load the ASCII text file, perform the following steps:

1. From the SSN File Load page (shown in Figure 13–5: SSN File Load), if the file name is known, type the name of the file, including the drive destination and file extension, in the File field and then click OK to proceed.

2. Alternatively, you can click Browse to search for the file. The system displays the Choose File dialog. You may expand the Look in picklist and identify a local destination for the file.

3. If you know the file name, type the name in the File name field. You may also select the file by double clicking on the file name if visible in the window.

4. If the file's name is not visible, you may move the crossbar to search for the file, then click once to select the file. Double clicking on the file's name will select and open the file.

5. As an option, you may specify the type of file by expanding the Files of Type picklist and identifying the type. The system sorts all files in the designated local destination and displays the files by the selected file type.

6. Click Open to select the file and proceed. The system closes the minor window and displays the file's name in the File text-entry field on the SSN File Load page.

7. Click Cancel to dismiss the browser window. The system returns you to the Soldier Selection page.

8. Click OK to proceed.

9. Click Close to exit the page. The system returns you to the Soldier Selection page.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process).

- SSN—Search by all nine digits of the SSN
- Gaining UIC—search by the UIC where Soldier is arriving
- Rpt Date—search by date when Soldier is to report to new unit

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Arrival—Soldier Data page.

13.1.1.2   SOLDIER ARRIVAL—SOLDIER DATA

The Soldier Arrival—Soldier Data page (shown in Figure 13–6, Soldier Arrival—Soldier Data) allows you to arrive the selected Soldier to his or her unit for the Assignment Types of CONUS, Local CONUS, and Local OCONUS. The system displays the Soldier's rank, name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers on the list.

Figure 13–6: Soldier Arrival—Soldier Data

To arrive a Soldier, perform the following steps:

1. If the losing unit has entered departure information for the Soldier or if assignment instructions are available, the system will populate the Gaining UIC and allow you to edit these data.

2. The system sets the Arrival Date and Arrival Time to the current system's date and time for the specific time zone. You may edit the data.

3. If the assignment type is CONUS, the system displays the Departure Date as entered by the losing unit. If the assignment type is Local, the system sets the Departure Date to equal the Arrival Date. You may modify these data.

4. The system will also default the Assignment Location based on the entered Gaining UIC. You may not edit this field.

5. Select an Assignment Type from the corresponding picklist.

6. You can select CONUS for an assignment type within the continental United States that is not in the same area of the previous assignment. The system will default the Assignment Location to UNITED STATES. You may not edit these data.

7. If you select Local CONUS (an assignment type within the continental United States that is within the vicinity of the previous assignment), the system will populate the Departure Date and default the Movement Designator picklist to NO COST—ASG TO SAME LOCATION.

8. If the selected type is Local OCONUS (an assignment type outside the continental United States—including Puerto Rico, Hawaii, and Alaska—that is within the vicinity of the previous OCONUS assignment), the system will default the Movement Designator picklist to NO COST—ASG TO SAME LOCATION.

9. Enter the selected Soldier's requisition serial number in the Requisition Serial # text-entry field.

10. The system displays the Movement Designator Type if the losing unit has entered the information or if the Assignment Type is Local CONUS or Local OCONUS. You can select an alternative value from the corresponding picklist as necessary. Table 13–1, Movement Designator Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
1S	ACC-ENL SUBMOVE ASG CONUS STA OJT/AIT
1X	ACC-ENL SUBMOVE ASG TO CONUS PERM STA
1L	ACC-ENL SUBMOVE/OFF GAIN ASG OCONUS AREA
1A	ACC-ENLISTED GAIN/OFFICER GAIN
1E	ACC-GAIN ASG REC STA/BCT/AIT/TDY/PCS SCH
1K	ACC-OFF GAIN ASG IN ANOTHER OCONUS AREA
1C	ACC-OFF GAIN ASGMT CONUS PERM SCH
1D	ACC-OFF GAIN ASGMT OCONUS-NO O/S TRVL
1V	ACC-REENL ASG IN ANOTHER OCONUS AREA
1M	ACC-REENL GAIN ASG OCONUS AREA
1B	ACC-REENL GAIN/PCF ASG/CONUS PCS/TDY SCH
1H	ACC-REENL GAIN/SAME CONUS/OCONUS AREA
1F	ACC-USMA CADET GAIN
CB	CONTINUATION-FURTHR ASG W/I OVERSEA AREA
DA	DIVERSION-CONUS PERMANENT STATION

Codes	Abbreviations
DB	DIVERSION-PERMANENT OVERSEAS, FROM CONUS
DF	DVRT-CONUS PERM FRM CONUS AFTER OVERSEAS
DL	DVRT-CONUS PERM FROM OVERSEAS
DJ	DVRT-CONUS PERMANENT AFTER CONUS
DK	DVRT-PERM OS FROM CONUS ASSIGNMENT
DE	DVRT-PERM OVERSEAS FROM CONUS AFTER OS
DM	DVRT-PERM OVERSEAS FROM OVERSEAS
3B	LOW COST-ASG CONUS PERM STA
3F	LOW COST-ASG NEW PERM STA SAM E O/S AREA
NX	NO COST-ASG TO PCS SCH AS STUDENT
NZ	NO COST-ASG TO SAME LOCATION
NY	NO COST-ASG TO SAME LOC-NOW PCS STUDENT
3A	OPN-ASG CONUS PERM STA
3E	OPN-ASG NEW PERM STA IN SAME OCONUS AREA
4B	ROT-ASG TO CONUS PCS SCHOOL
4F	ROT-ASG TO CONUS PERM STA FR O/S PCS SCH
4C	ROT-ASG TO CONUS PERM STATION
4G	ROT-ASG TO O/S PCS SCH OR HOPS FR CONUS
4A	ROT-ASG TO PERM O/S STA FR CONUS PERM ST
4D	ROT-ASG TO PERM O/S STA FR O/S PERM STA
7F	SEP-ASG OVERSEAS NO TRAVEL REQUIRED
7E	SEP-ASG OVERSEAS TRAVEL REQUIRED
7B	SEP-ASG TO CONUS TRNS PT-CONUS HOR
7A	SEP-ASG TO O/S TRNS PT-CONUS HOR
7C	SEP-ASG TO TRNS PT-OCONUS HOR
7G	SEP-USMA CADET
PM	TEMP CHG OF STA-CONTNGNCY OR MOBILIZATN
2C	TNG-ASG ANOTHER CONUS PCS SCH FR CONUS
2B	TNG-ASG CONUS PCS
2A	TNG-ASG CONUS PCS SCH STUDENT FR CONUS
2E	TNG-ASG PCS SCH NO O/S TVL
8F	UNIT-ASG O/S AREA-GROUP TRAVEL
8B	UNIT-ASG O/S AREA-NOT GROUP TRAVEL
8A	UNIT-ASG TO CONUS PERM STA-NOT GRP TRVL
8C	UNIT-ASG W/I SAME O/S AREA-NO GRP TRVL
8D	UNIT-NEW O/S AREA–NOT GROUP TRAVEL
8H	UNIT-NEW O/S CONUS AREA-GRP TRVL
8G	UNIT-SAME O/S AREA-NO TRVL REQ-GRP TRAVL

Table 13–1: Movement Designator Codes and Abbreviations

11. Click Save to save the current record. The system will validate your data entry and update the Soldier's record accordingly. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the Soldier Arrival—Summary page.

12. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

13. Click Next to advance to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to either save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Soldier Arrival—Summary page (shown in Figure 13–7: Soldier Arrival—Summary) to show all completed actions.

14. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Soldier Arrival—Summary page to show all completed actions. Otherwise, the system returns you to the Main Menu.

13.1.1.2.1 SYSTEM VALIDATIONS

The system validates the arrival data as follows:

- The system shall ensure that the Arrival Date is not a future date.
- The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments (PCS and Overseas only).
- The system shall ensure that Arrival Date does not precede the Soldier's Arrival Date from previous assignments.
- The system shall ensure that Arrival Date does not precede the Soldier's Pay Entry Basic Date.
- The system shall ensure that the Departure Date is not a future date and is after the assignment date from the previous assignment.
- The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.
- The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.
- The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.
- The system shall ensure that the Assignment Type is valid for the existing departure and previous assignment information.
- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

13.1.1.2.2 SYSTEM UPDATES

The system updates the following information in the Soldiers' records:

- The system shall remove the Soldier's assignment instruction and insert a duty status of "PDY" for the Soldier if the assignment type is CONUS.
- If the losing unit has entered the Soldier's departure information, the system shall flag the departure information as arrived.
- The system shall automatically close any open attachments with the attachment start date prior to or equal to the departure date.

- The system updates the Person Strength Status (PERSS) to match the Unit Manning Status Code of the gaining unit.

- The system shall update the Home UIC to the Gaining UIC and save the PPA code of the arriving unit.

- If the Soldier is not slotted, the system assigns the Soldier to Position Number 9992 and Duty Title of Incoming Personnel.

- If the Soldier is slotted, the system updates the Soldier's Duty MOS (Duty AOC for commissioned officers) and Duty ASI based on the authorization.

13.1.1.2.3 WORKFLOW NOTICES

If the Soldier is not slotted within 5 days of his or her arrival to the new unit and slotting workflow is turned on for the unit, the system will create a Workflow task for the appropriate S1 Office Manager.

13.1.1.2.4 TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB:

- If the gaining unit entered the departure information or if the assignment is LOCAL CONUS or LOCAL OCONUS, the system sends Transaction 4155: Soldier Departure.

- Transaction 4175: Report Soldier Gain

- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)

- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)

- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)

- If the system closes an attachment, Transaction 4150: Report Release from Attachment will be sent.

- If the assignment is LOCAL OCONUS, the system sends Transaction 4370: Overseas Assignment Data.

13.1.1.3 SOLDIER ARRIVAL—SUMMARY

This page displays a list of the Soldiers successfully arrived to the new unit and their corresponding Soldier data (Status, Rank, Name, SSN, UIC, Arrival Date, POSNO and Duty Title). You have the option to view and/or print this page.

Figure 13–7: Soldier Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.1.2   OCONUS Arrival

OCONUS Arrival allows you to process the arrival of Soldiers to units that are outside the continental United States. You have the option to arrive the Soldiers without having to depart the Soldiers from the losing unit. Figure 13–8, OCONUS Arrival Processes, illustrates the processes in OCONUS Arrival.
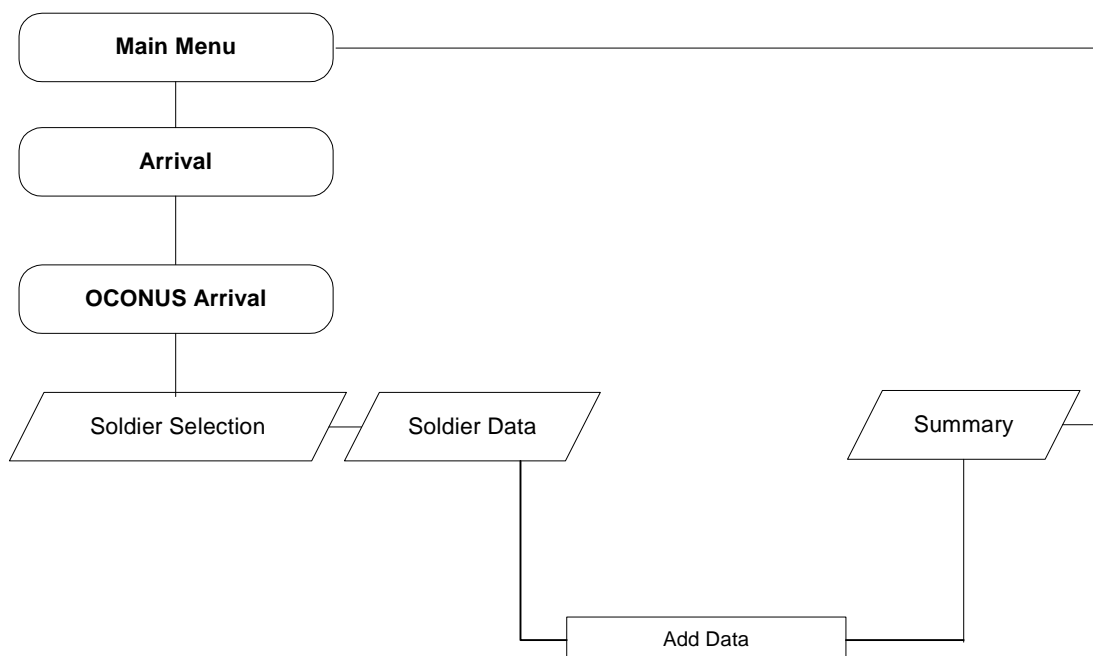
Figure 13–8: OCONUS Arrival Processes

13.1.2.1   OCONUS ARRIVAL—SOLDIER SELECTION

The OCONUS Arrival—Soldier Selection page allows you to build a list of Soldiers for the working session. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—Search by all nine digits of the SSN
- Gaining UIC—Search by the UIC where Soldier is arriving
- Rpt Date—Search by date when Soldier is to report to new unit

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the OCONUS Arrival—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. You have the capability to select Add or Remove from the Action Type picklist. The system defaults the picklist to Add. You may Remove a Soldier's record if the options are available.

13.1.2.2   OCONUS ARRIVAL—SOLDIER DATA—ADD MODE

The OCONUS Arrival—Soldier Data page (shown in Figure 13–9, OCONUS Arrival—Soldier Data—Add Mode) in Add mode allows you to arrive the selected Soldier to his or her unit for the Assignment Type OCONUS. The system displays the Soldier's rank, name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers on the list.

To arrive a Soldier for an OCONUS assignment, perform the following steps:

1. Under the subheading of Basic Assignment Data, the system defaults the Assignment Type field to OCONUS, for outside the continental United States. You may not edit this field.
2. If the losing unit has entered departure information for the Soldier or if the Soldier's assignment instructions are available, the system will populate the Gaining UIC and Movement Designator. You have the option to edit these fields.
3. The system will default the Arrival Date and Arrival Time to the current system date and time based on the corresponding time zone. You may edit these fields.
4. The system will also default the Assignment Location based on the Gaining UIC. You may not edit this field. If you revise the Gaining UIC, the system will populate the Assignment Location field accordingly.

Figure 13–9: OCONUS Arrival—Soldier Data—Add Mode

5. Under the subheading of OCONUS Assignment Data, expand the Dependent Travel Status picklist and select an appropriate value as required. Table 13–2, Dependent Travel Status Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
A	ACCOMPANIED
N	NO DEPENDENTS
R	DEPENDENT RESTRICTED
U	UNACCOMPANIED

Table 13–2: Dependent Travel Status Codes and Abbreviations

6. Enter a Dependent Arrival Date, indicating the calendar date that the family members arrive to the assignment location, in the provided text-entry field if the information is available.

7. You have the option to provide the number of Command-Sponsored Dependent Quantity, and Non-Sponsored Dependent Quantity indicating the family members, sponsored by the Soldier's command or not sponsored respectively, who will accompany the Soldier.

8. Expand the required Tour Duration and select from Short (12 Months), Long (24 Months), and Long (36 Months).

9. The system will calculate the year and month of the DEROS Date based on the provided Tour Duration and Arrival Date. You are required to provide a date for the DEROS Date or edit the whole date as necessary.

10. Click Save to save the current record. The system will validate your data entry and update the Soldier's record. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the OCONUS Arrival—Summary page (shown in Figure 13–10, Soldier Arrival—Summary).

11. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

12. Click Next to forward to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the OCONUS Arrival—Summary page to show all completed actions.

13. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the OCONUS Arrival—Summary page to show all completed actions. Otherwise, the system returns you to the Main Menu.

13.1.2.2.1 SYSTEM VALIDATIONS

The system validates the arrival data as follows:

- The system shall ensure that the Arrival Date is not a future date.
- The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments.
- The system shall ensure that the Arrival Date does not precede the Soldier's Arrival Date from previous assignments.
- The system shall ensure that the Arrival Date does not precede the Soldier's Pay Entry Basic Date.
- The system shall ensure that the Departure Date is not a future date and is prior to or the same as the assignment date from the previous assignment.
- The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.
- The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.
- The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.

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- The system shall ensure that the Assignment Location is OCONUS and reflects the entered Gaining UIC.

- The system shall ensure that the Dependent Arrival Date does not precede the Arrival Date and that it is not after the DEROS Date.

- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

13.1.2.2.2   SYSTEM UPDATES

The system updates the following information in the Soldiers' records:

- The system shall remove the Soldier's assignment instruction.

- If the losing unit has entered the Soldier's departure information, the system shall flag the departure information as arrived.

- The system shall automatically close any open attachments with the attachment start date prior to or equal to the departure date.

- The system updates the PERSS to match the Unit Manning Status Code of the gaining unit.

- The system assigns the Soldier to Position Number 9992 and Duty Title of Incoming Personnel.

- The system updates the Soldier's duty status to "PDY."

13.1.2.2.3   WORKFLOW NOTICES

If the Soldier is not slotted within 5 days of his/her arrival to the new unit, the system will create a Workflow task for the appropriate S1 Office Manager.

13.1.2.2.4   TRANSACTIONS TO TAPDB

The system sends the following transactions for TAPDB:

- If the losing unit entered the departure information and user corrects departure date, the system sends Transaction 4170: Revocation of Departure, Transaction 4155: Soldier Departure, and Transaction 4175: Arrival

- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)

- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)

- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)

- If you released the Soldiers' attachments, the system sends Transaction 4150: Report Release from Attachment

- Transaction 4195: Military Duty Status

- For a sign-of-life arrival, the system sends Transaction 4155: Departure and Transaction 4175: Arrival

- Transaction 4370: Overseas Assignment Data

13.1.2.3   OCONUS ARRIVAL—SUMMARY

This page displays a list of the Soldiers successfully arrived to the new unit and the corresponding Soldier data (status, rank, name, SSN, UIC, arrival date, POSNO and Duty Title). You have the option to view and/or print this page.

Figure 13–10: OCONUS Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.1.3   Arrival Date Correction

The Arrival Date Correction function allows you to correct the Soldiers' arrival date in the system. Figure 13–11, Arrival Date Correction Processes, illustrates the processes in Arrival Date Correction.
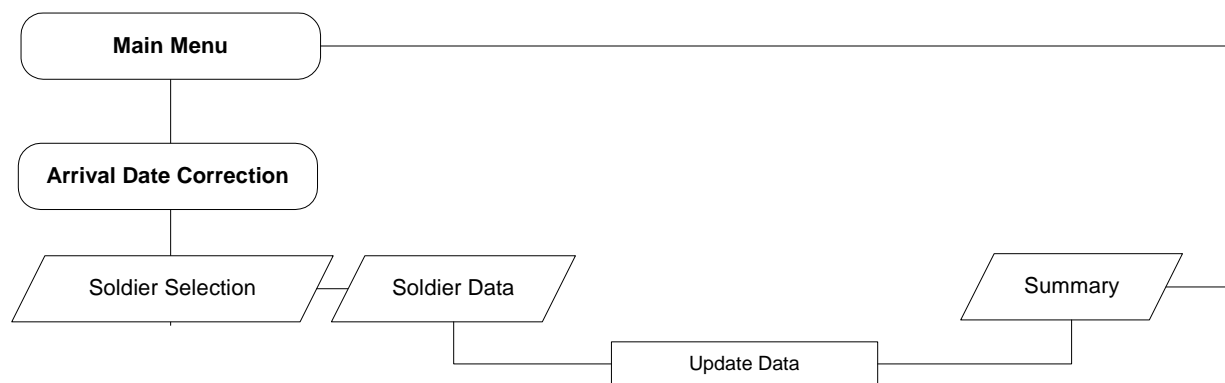
Figure 13–11: Arrival Date Correction Processes

After selecting Arrival Date Correction from the Main Menu, *e*MILPO displays a message— shown in Figure 13–12, Arrival Date Correction Confirmation Message—asking you to confirm

that you want to perform an arrival date correction. Click Yes to proceed to the Arrival Date Correction Soldier Selection page. Click No, and *e*MILPO returns you to the Main Menu.
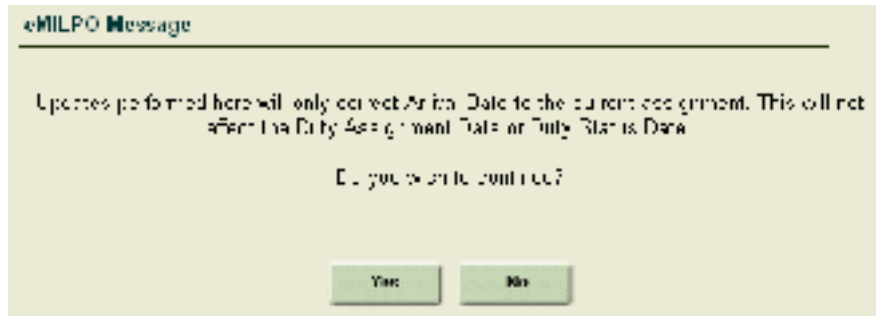
Figure 13–12: Arrival Date Correction Confirmation Message

To correct a Soldiers' arrival date, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Arrival Date Correction—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.1.3.1   ARRIVAL DATE CORRECTION—SOLDIER DATA

The Arrival Date Correction—Soldier Data page (shown in Figure 13–13, Arrival Date Correction—Soldier Data) allows you to correct the arrival date and time for a selected Soldier. The system displays the selected Soldier's current rank, name, SSN, UIC, and Action as read-only along with the Soldier's order on the Soldier list and the total number of Soldiers from the list. The system displays the Soldier's current Previously Reported Arrival Date to Current UIC and Previously Reported Arrival Time as read-only for verification purposes.

To correct a date of arrival for a Soldier, perform the following steps:

1. You may provide a Correct Arrival Date in the provided text-entry field.

2. You may provide a Correct Arrival Time if the information is available.

3. Click Save to proceed. The system validates your data entry and updates the record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Arrival Date Correction—Summary page (shown in Figure 13–14, Arrival Date Correction—Summary) to show all completed actions.

4. Alternatively, you can perform the following:

    * Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system then advances to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Arrival Date Correction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

    * Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the

system generates the Arrival Date Correction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

Figure 13–13: Arrival Date Correction—Soldier Data

13.1.3.1.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The date entered must be a valid date.
- The date entered must be less than or equal to the current system date.
- The date entered must be greater than the most recent previous arrival date.
- The date entered must not be before the Soldier's departure date from the most current previous assignment.
- The date entered must not precede the Soldier's Pay Entry Base Date.
- The date entered must not be before the dependent arrival date.
- The date must be the same or after the departure date.

13.1.3.1.2   TRANSACTIONS TO TAPDB

The system sends Transaction 4179.

13.1.3.2 ARRIVAL DATE CORRECTION—SUMMARY

The Arrival Date Correction—Summary page lists all successfully processed Soldiers and their corresponding data (Rank, Name, SSN, UIC, Old Arrival Dte, and Corrected Arrival Dte). You have the option to view and/or print the page.

Figure 13–14: Arrival Date Correction—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.1.4 Mass Arrival

Mass Arrival allows you to process the arrival of a group of Soldiers reporting together. When Mass Arrival is selected from the Main Menu, the system will prompt you: "Soldiers need to be properly departed from their losing unit or have assignment instructions before being mass arrived. Do you wish to continue with Mass Arrival?" You have the option to click Yes to proceed to the Mass Arrival—Soldier Selection page or No to return to the Main Menu. Figure 13–15, Mass Arrival Processes, illustrates the Mass Arrival processes.

Figure 13–15: Mass Arrival Processes

To initiate the process of adding mass arrival data, you must first build a Soldier list. The only search criterion available for Mass Arrival is Gaining UIC, which allows you to search by the UIC of the gaining unit. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Mass Arrival—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

13.1.4.1   MASS ARRIVAL—SOLDIER DATA

The Mass Arrival—Soldier Data page (shown in Figure 13–16, Mass Arrival—Soldier Data) allows you to arrive the selected Soldiers to the gaining unit. To arrive a group of Soldiers, perform the following steps:

Figure 13–16: Mass Arrival—Soldier Data

1. Under the subheading of Basic Assignment Data, the system populates the Gaining UIC based on the search criterion from the Soldier Selection page. You can edit these data as needed. This is a required field.

2. The system will also populate the Assignment Location based on the Gaining UIC. You may not edit these data.

3. The system defaults the required Arrival Date and Arrival Time with the current system date and time based on the time zone. The system will populate the required Arrival Date and Arrival Time with data derived from the assignment instructions or the losing unit, if the information is available. You may edit these values as necessary.

4. Expand the Assignment Type picklist and select from the following choices:

- **CONUS**—This is for assignments in the continental United States. The system will default the required Assignment Location field to United States. You may not edit this field.
- **OCONUS**—This is for assignments outside the continental United States. The system will display the OCONUS Assignment Data section for you to enter pertinent data. **Note:** If the assignment type is OCONUS, the system will not send Transaction 4370: Overseas Assignment Data. To process a 4370, you will need to perform an update function in OCONUS Arrival for the individual Soldiers.

Figure 13–17: Mass Arrival—Soldier Data—OCONUS Assignment Data

5. Expand the required Tour Duration picklist and select from Short—12 Months, Long—24 Months, and Long—36 Months. The system will calculate the year and month of the DEROS Date for the assignment. You are required to provide the day of the DEROS date or revise the whole date as necessary.

6. Click Save. The system will validate and save your entry. The system will then display the Mass Arrival—Summary page (shown in Figure 13–18, Mass Arrival—Summary) to show the list of successfully processed Soldiers.

7. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

8. Click Close to exit the page and terminate the working session. The system returns you to the Main Menu.

13.1.4.1.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures the Assignment Type is valid for the entered Gaining UIC.
- The system ensures that the Assignment Location reflects the Assignment Type and entered Gaining UIC.
- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

13.1.4.1.2 SYSTEM UPDATES

The system updates the following information in the Soldiers' records:

- The system updates the PERSS (Person Strength Status) to match the Unit Manning Status Code of the gaining unit.

- The system assigns the Soldiers to Position Number 9992 and Duty Title of Incoming Personnel.

- The system updates the Soldiers' duty status to "PDY."

13.1.4.1.3   WORKFLOW NOTICES

If the Soldier is not slotted within 5 days of his or her arrival to the new unit, the system will create a Workflow task for the appropriate S1 Office Manager.

13.1.4.1.4   TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB:

- If the gaining unit entered the departure information or if the assignment is local, the system sends Transaction 4155: Soldier Departure.

- Transaction 4175: Report Soldier Gain

- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)

- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)

- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)

- If you released the Soldiers' attachments, the system sends Transaction 4150: Report Release from Attachment.

13.1.4.2   MASS ARRIVAL—SUMMARY

This page displays a list of Soldiers successfully arrived to the new unit and the corresponding Soldier data (Assign UIC, Arrival Date, Rank, Name, SSN, and Departure Date). You have the option to view and/or print the page.

Figure 13–18: Mass Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.1.5　Revoke Arrival

The Revoke Arrival page allows you to process a revocation of a previous arrival for one or more Soldiers. Figure 13–19, Revoke Arrival Processes, illustrates the Revoke Arrival processes.

Figure 13–19: Revoke Arrival Processes

To initiate the process of revoking an arrival for a Soldier, you must first build a Soldier list. The search criteria available for Revoke Arrival are SSN and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the

Soldiers for whom you wish to make changes, the system will display the Revoke Arrival—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

13.1.5.1   REVOKE ARRIVAL—SOLDIER DATA

The Revoke Arrival—Soldier Data page (shown in Figure 13–20, Revoke Arrival—Soldier Data) allows you to process a revocation of a previous arrival for one or more Soldiers. The system displays the Soldier's Rank, Name, and UIC as read-only. The system then displays the Soldier's position in the Soldier list and the total number of Soldiers from the list as read-only.

Figure 13–20: Revoke Arrival—Soldier Data

To revoke an arrival for a Soldier, perform the following steps:

1. The system also displays the values of the current arrival data for the Soldier as read-only.

2. Click Save to revoke the arrival data and proceed to the next Soldier on the list, if one is available. The system displays a message asking you to confirm the revocation. Click Yes to proceed. Click No to cancel and return to the Main Menu. **Note:** If you are revoking the arrival for a Soldier with only one assignment, the system displays an error message informing you to use the Arrival Date Correction function to correct the arrival date of the Soldier Arrival function to correct an erroneous UIC.

3. If the current Soldier is the last or only Soldier on the Soldier list, the system will display the Revoke Arrival—Summary page (shown in Figure 13–21, Revoke Arrival—Summary).

4. Click Next to proceed to the next Soldier on the list without revoking the arrival. If the current Soldier is the only Soldier on the Soldier list, the system returns you to the Main Menu. If the current Soldier is the last Soldier on the Soldier list and you have saved any

previous data, the system will display the Revoke Arrival—Summary page to show all completed actions.

5. Click Close to terminate the working session and return to the Main Menu. The system will prompt you to confirm that you wish to terminate the working session. If you have saved any previous data, the system will display the Summary page to show all completed actions.

13.1.5.1.1   SYSTEM VALIDATIONS

The system shall not allow the revocation of an arrival that is more than 120 days old.

13.1.5.1.2   SYSTEM UPDATES

The system updates the following information for the Soldiers' records:

- The system revokes the Soldier's most recent arrival record.

- The system revokes the Soldier's Duty Assignment information with the corresponding arrival date.

13.1.5.1.3   TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB:

- Transaction 4177: Revoke Arrival

- Transaction 4175: Report Soldier Gain

- Transaction 4370 is generated when revoking an OCONUS arrival and the previous arrival is CONUS. The process type of the transaction is delete.

- Transaction 4370 is generated when revoking a CONUS arrival and the previous arrival is OCONUS. The process type of the transaction is add.

13.1.5.2   REVOKE ARRIVAL—SUMMARY

This page displays a list of the Soldiers and the corresponding Soldier data (Rank, Name, SSN, UIC, and Arrival Date) whose previous arrivals were successfully revoked. You have the option to view and/or print the page.

Figure 13–21: Revoke Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.2   Attachment

Attachment allows you to process attachment data for one or more Soldiers, or for a group of Soldiers. Attachment offers the following functional areas: Attach Soldier and Mass Attachment. Figure 13–22, Attachment Processes, illustrates the processes in the functional category of Attachment.
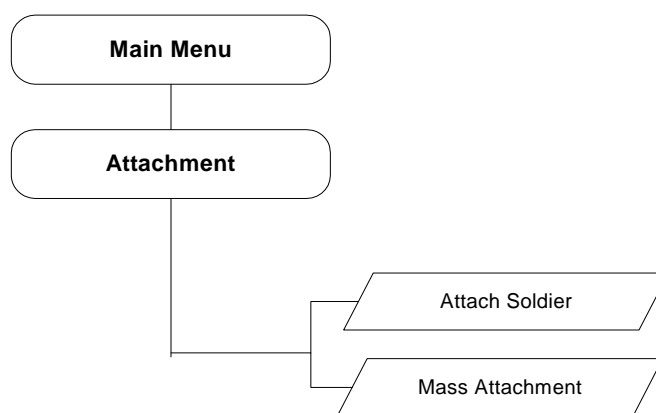
Figure 13–22: Attachment Processes

13.2.1   Attach Soldier

Attach Soldier allows you to attach one or more Soldiers to a unit. You have the option to further attach the Soldiers without terminating the previous attachments. While the selected Soldier is stationed at the second attached unit, both units of attachment as well as the Soldier's parent unit will have access to the Soldier's record. If the selected Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment

should be terminated. Figure 13–23, Attach Soldier Processes, illustrates the processes in Attach Soldier.
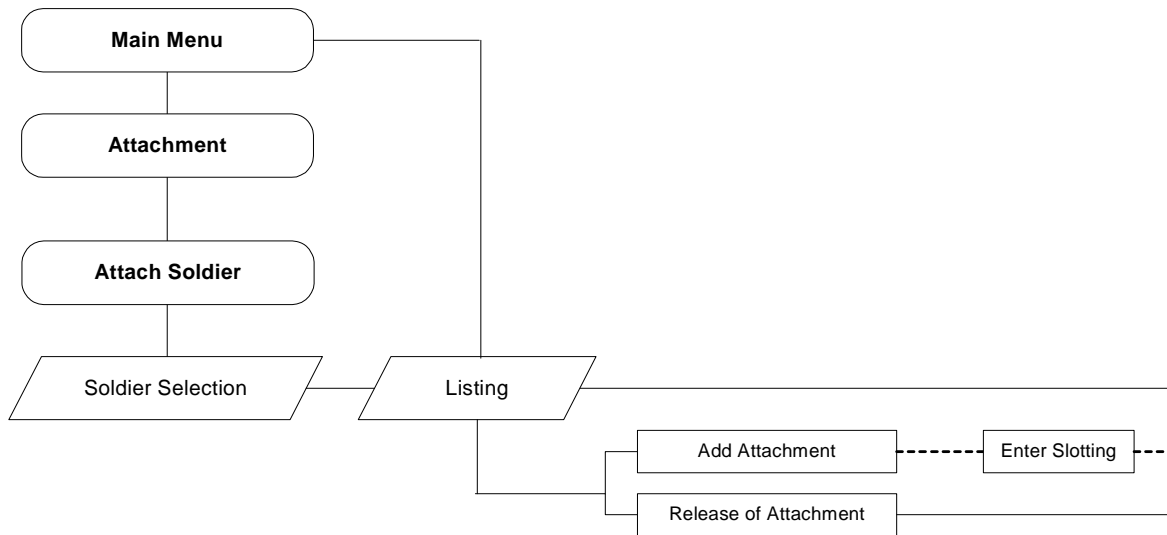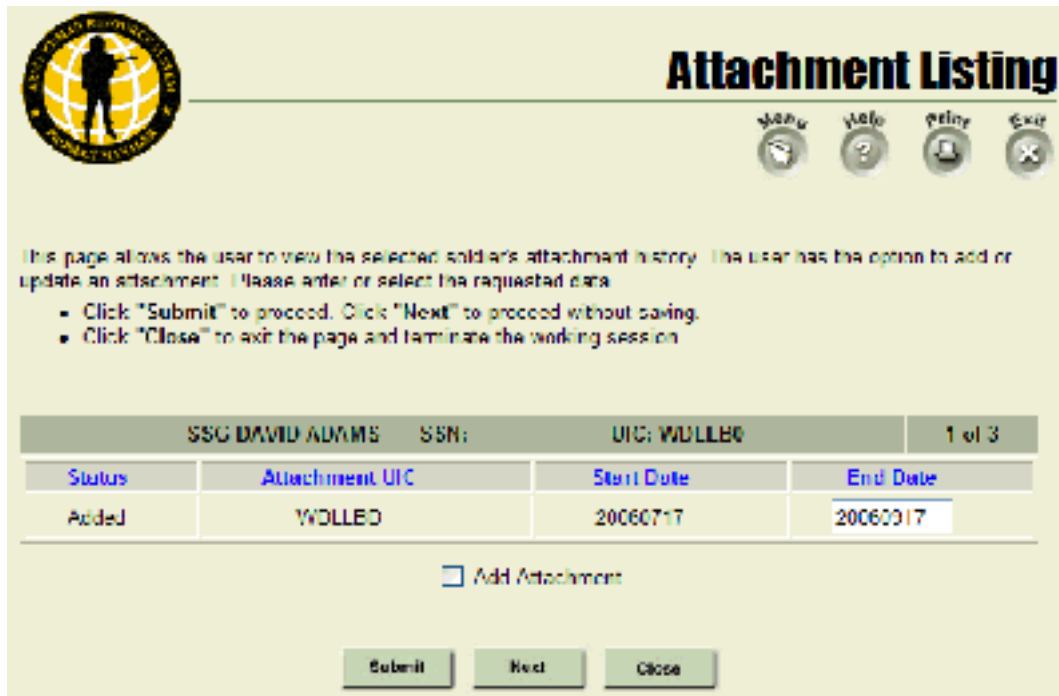
Figure 13–23: Attach Soldier Processes

To initiate the process of adding or releasing an attachment for a Soldier, you must first build a Soldier list. The search criteria available for Attachment are SSN and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Attachment Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

13.2.1.1   ATTACHMENT LISTING

The Attachment Listing page (shown in Figure 13–24, Attachment Listing) displays the selected Soldier's current and open attachments. The system displays the Soldier's Rank, Name, SSN, current UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 13–24: Attachment Listing

The system displays the Status column to record all completed actions for the Soldier. The system also displays the Attachment UIC and Start Date as read-only fields. The system displays the End Date, if available, in an editable text-entry field. You have the option to modify the Attachment End Date to release or re-attach the Soldier from the designated attachment.

13.2.1.2   ADD A NEW ATTACHMENT

Check the Add Attachment checkbox and click Submit**.** The system will display the Attach Soldier—Soldier Data page.

13.2.1.3   RELEASE FROM ATTACHMENT

You have the option to release the selected Soldier from an attachment by updating the End Date. You can also re-attach the Soldier by clearing the End Date.

13.2.1.3.1   SYSTEM VALIDATIONS

This system performs the following validations for this function:

- The End Date must not be a future date.
- The End Date must not precede the Start Date.

13.2.1.3.2   SYSTEM UPDATES

The system performs the following updates:

- The system will set the PERSS value to "TN" for Soldiers successfully released from an attachment en route to a unit in a PPA different from that of the previous parent or attached unit.

- The system updates the Soldier's Duty Status to "In Transit" for "TDY."

13.2.1.3.3   WORKFLOW NOTICES

The system will send a notification to the Soldier's installation and parent unit when he or she has been successfully released from attachment. If the Soldier is en route to a new unit that is part of a different installation other than his or her previous parent unit, the notification will be sent to the Soldier's new installation.

13.2.1.3.4   TRANSACTION TO TAPDB

If you released the Soldier from an attachment, the system sends Transaction 4150: Report Release from Attachment.

13.2.1.4   ATTACH SOLDIER—SOLDIER DATA

Attach Soldier—Soldier Data page (shown in Figure 13–25, Attach Soldier—Soldier Data) allows you to attach the selected Soldier to a unit. You have the option to further attach the Soldiers without terminating the previous attachments. While the selected Soldier is stationed at the second attached unit, both units of attachment as well as the Soldier's parent unit will have access to the Soldier's record. If the selected Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment should be terminated. The system displays the Soldier's Rank, Name, SSN, current UIC, and selected Action as read-only.

Figure 13–25: Attach Soldier—Soldier Data

Follow these steps to enter attachment data for a Soldier:

1. Enter the Attachment UIC in the provided text-entry field.

2. Expand the Attachment Reason Code picklist and select a value of choice. Table 13–3, Attachment Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	ADMIN/TNG/PAY
B	TRAINING ONLY
C	TEMPORARY CHANGE OF STATION (TCS)

Table 13–3: Attachment Reason Codes and Abbreviations

3. Enter the Attachment Start Date and Attachment End Date in the provided text-entry fields.

4. The system defaults the Duty Status to PRESENT FOR DUTY. You have the option to select an alternate value from the picklist. Table 13–4, Duty Status Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
ADM	ADMINISTRATIVE SERVICE
AWC	AWOL-CONFINED BY CIVILIAN AUTHORITIES
AWL	ABSENT WITHOUT LEAVE
CAP	CAPTURED
CCA	CONFINED BY CIVILIAN AUTHORITIES
CLV	CONVALESCENT LEAVE
CMA	CONFINED BY MILITARY AUTHORITIES
HOS	HOSPITALIZED (NONBATTLE INCURRED)
HOW	HOSPITALIZED (BATTLE INCURRED)
INT	INTERNED
MIA	MISSING IN ACTION
MIS	MISSING
OLV	ORDINARY LEAVE
PDY	PRESENT FOR DUTY
SCA	SENTENCED BY CIVIL AUTH FOR 30-180 DAYS
SND	SICK—NOT IN THE LINE OF DUTY (LOD)
TDY	TEMPORARY DUTY
XLV	EXCESS LEAVE
TRA	IN-TRANSIT

Table 13–4: Duty Status Codes and Abbreviations

5. Check the Add Attachment checkbox to add another attachment for the Soldier.

6. Check the Enter Slotting checkbox to slot the Soldier.

7. Click Save to save the data. The system will validate the selected data and notify you of any discrepancies. The system then forwards you to the next selected actions, if any exist. If the current page is the last or only selected action, the system returns you to the Attachment Listing page and update the Status column to show all completed actions.

8. Alternatively, you can perform the following:

    *   Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

    *   Click Close to exit the page and return to the Attachment Listing page.

9. If you have performed any data entry on the page, the system will ask you to confirm that you do not want to save the data. If you answer Yes, the system returns you to the Attachment Listing page without saving any data. If you answer No, the system returns you to the current page for further processing.

13.2.1.4.1   SYSTEM VALIDATIONS

The system performs the following validations:

*   If a Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment should be terminated.

*   The system shall ensure that the Attachment Start Date is not a future date.

- The system shall ensure that the Attachment Start Date does not precede the Soldier's arrival date at his or her assigned unit; does not precede the Soldier's departure date from previous assignments (applicable for PCS only), and does not precede the Soldier's Pay Entry Base Date.

- The system shall ensure that the Attachment End Date does not precede the Attachment Start Date.

- The system shall ensure that the attachment start and end dates fall within a valid range for the unit.

- The system shall ensure that the Soldier is assigned before he or she can be attached.

- The system shall ensure that the Soldier is not attached to the unit if an open attachment to the unit already exists.

- The system shall ensure that the Soldier is not attached to his or her assigned unit.

- The system shall ensure that the Soldier is not attached if the maximum number of attachments has been reached for that Soldier. The system limits the number of open attachments for a Soldier to three.

- If the Soldier already has three attachments, you will need to release the Soldier from one before adding another.

13.2.1.4.2 SYSTEM UPDATES

The system will update the following information in the Soldiers' records:

- Set the PERSS value to "TN" for soldiers successfully released from an attachment en route to a unit in a PPA different from that of the previous parent or attached unit.

- Set the Duty Status to "PDY."

- If the Unit Manning Status Code is "TR" or "ST," the system will automatically slot the Soldier to the POSNO of "9997" and Duty Title of "ATTACHED SLDR."

- The system will slot the Soldiers to the POSNO of "9994" and Duty Title of "ATTACHED SLDR" for all other values.

- If you have slotted the Soldier through the Slotting module, the system will update the Soldier's POSNO, Duty Title, and Duty Date as applicable.

13.2.1.4.3 WORKFLOW NOTICES

The system will send workflow notices for the following events following an attachment:

- A workflow notice will be sent to the appropriate S1 Office Manager if a Soldier has not been slotted within 5 days of an attachment.

- A workflow notice will be sent to both the parent and attached unit when a Soldier's attachment is 7 days from expiring. The attached unit will have the option to update the Attachment End Date for the Soldier.

13.2.1.4.4 TRANSACTION TO TAPDB

The system will send Transaction Number 4205: Report Soldier Attachment.

13.2.2   *Mass Attachment*

Mass Attachment allows you to process an attachment for a group of Soldiers. Figure 13–26, Mass Attachment Processes, illustrates the processes in Mass Attachment.
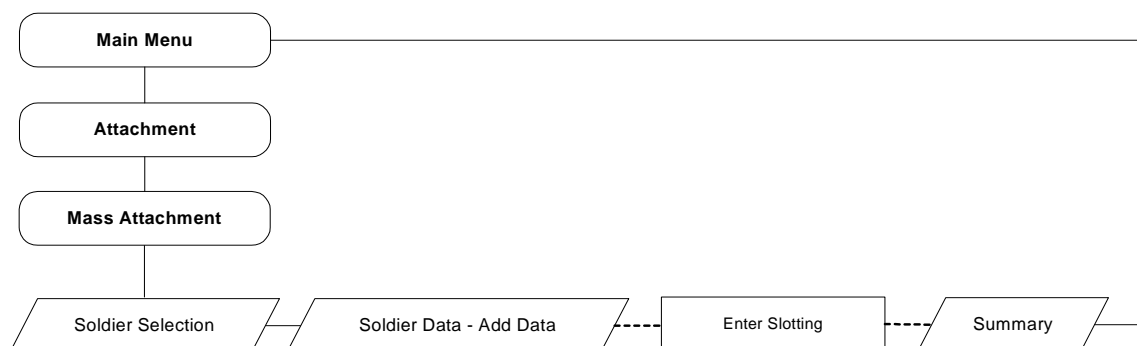
Figure 13–26: Mass Attachment Processes

13.2.2.1   MASS ATTACHMENT—SOLDIER SELECTION

You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.) UIC—search Soldier's assigned UIC.

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Mass Attachment—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

13.2.2.2   MASS ATTACHMENT—SOLDIER DATA

The Mass Attachment—Soldier Data page (shown in Figure 13–27, Mass Attachment—Soldier Data) allows you to attach a group of Soldiers to a unit.

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Figure 13–27: Mass Attachment—Soldier Data

To attach a group of Soldiers, perform the following steps:

1. Enter the Attachment UIC in the provided text-entry field.

2. Expand the Attachment Reason Code and select a value of choice. Refer to Table 13–3, Attachment Reason Codes and Abbreviations, for more details.

3. Enter the Attachment Start Date and Attachment End Date in the provided text-entry fields.

4. The system defaults the Duty Status to PRESENT FOR DUTY. You can accept this choice or select an alternate value as necessary. Refer to Table 13–4, Duty Status Codes and Abbreviations, for more details.

5. Click Save to save the data. The system generates the Mass Attachment—Summary page (shown in Figure 13–28, Mass Attachment—Summary) to show the Soldiers who have been successfully attached.

6. Alternatively, you can perform the following:

    *   Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

    *   Click Close to terminate the working session and return to the Main Menu.

7. If you have performed any data entry on the page, the system will ask you to confirm that they do not want to save the data. If you answer Yes, the system generates the Mass Attachment—Summary page. If you answer No, the system returns you to the current page.

13.2.2.2.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the Attachment Start Date is not a future date.

- The system shall ensure that the Attachment Start Date does not precede the Soldiers' arrival date at their assigned unit, does not precede the departure date from previous assignments (applicable for PCS only), and does not precede the Pay Entry Basic Date.

- The system shall ensure that the Attachment End Date does not precede the Attachment Start Date.

13.2.2.2.2   SYSTEM UPDATES

The system will update the following information in the Soldiers' records:
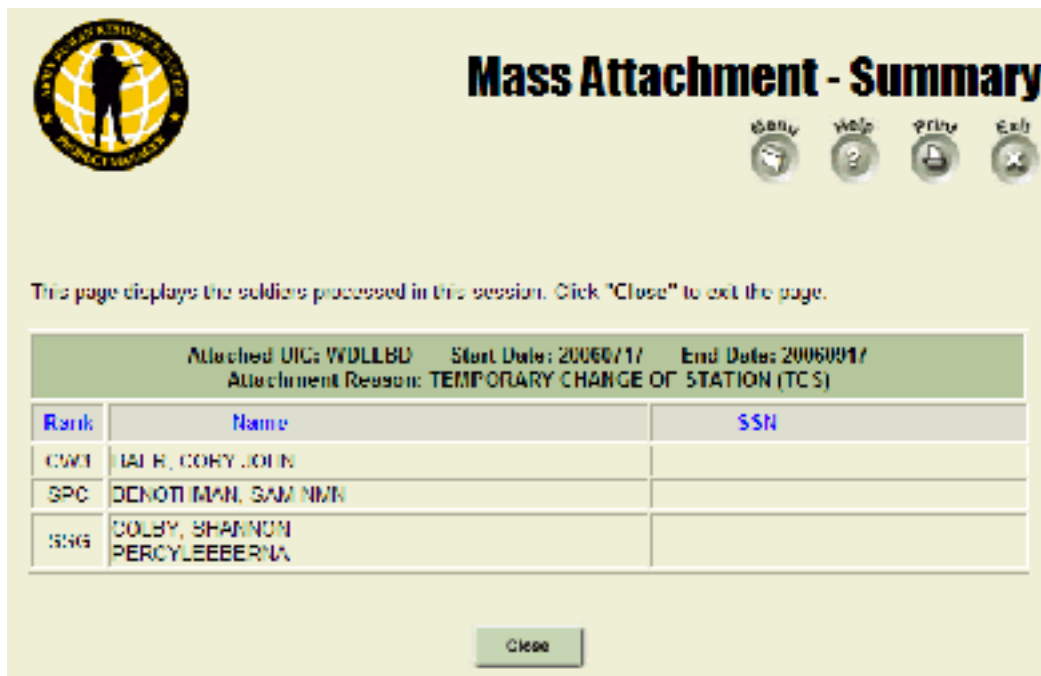
- Set the Duty Status to "PDY" or according to your selection.
- Set the soldiers' Position Number to "9994" and Duty Title to "ATTACHED SLDR".

13.2.2.2.3   TRANSACTIONS TO TAPDB

The system will send Transaction Number 4205: Report Soldier Attachment.

13.2.2.3   MASS ATTACHMENT—SUMMARY

This page displays the list of the Soldiers who have been successfully processed and their corresponding data (Attached UIC, Start Date, End Date, Attachment Reason, Rank, Name, and SSN). You have the option to view and/or print the page.

Figure 13–28: Mass Attachment—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.3   Slotting

The Slotting module comprises the Slotting – Authorized Documents and Slotting – No Authorized Documents functions. Figure 13–29, Slotting Processes, illustrates the different processes in Arrival.
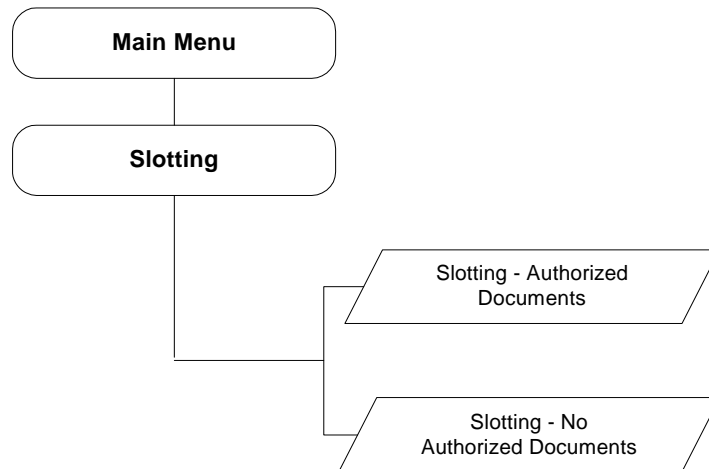
Figure 13–29: Slotting Processes

13.3.1   *Slotting – Authorized Documents*

Slotting – Authorized Documents allows the authorized user to associate one or more Soldiers with filled or unfilled positions from an authorization document by comparing the qualifications of the selected Soldiers with the requirements of the authorization document. You can query the database for a list of Soldiers based on selections of UIC, Document Effective Date, types of Soldiers, ranks, and optionally, Sections. You can slot, reslot, and unslot individual Soldiers or all Soldiers in batch-mode. Slotting also supports the slotting of overstrength Soldiers to the paragraph level of detail. Figure 13–30, Slotting Processes, illustrates the slotting processes.
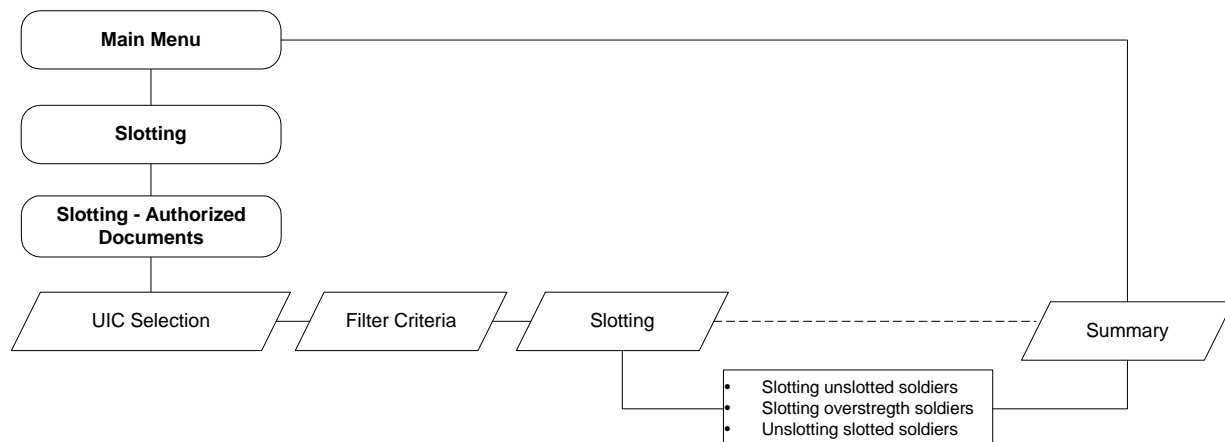
Figure 13–30: Slotting Processes

13.3.1.1   SLOTTING—UIC SELECTION

The Slotting—UIC Selection page (shown in Figure 13–31, Slotting—UIC Selection) allows the authorized user to begin the Slotting process by selecting a UIC and corresponding Document Effective Date. The system will only display the UICs and corresponding Document Effective Dates to which you have access.

Figure 13–31: Slotting—UIC Selection

To select a UIC/Document Effective Date combination, perform the following steps:

1. Expand the UIC picklist and click on the UIC of choice.
2. The system defaults to the current Document Effective Date for the selected UIC. Alternatively, you can select a future Document Effective Date, if one is available, by expanding the corresponding picklist and clicking on the date of choice.
3. Click OK to proceed. The system displays the Slotting—Filter Criteria page.
4. Click Close to exit the Slotting—UIC Selection page without proceeding. The system returns you to the Main Menu.

13.3.1.1.1   BUSINESS RULES FOR SLOTTING—UIC SELECTION

The following business rules apply to using UIC selection to perform slotting:

- For an Active Army (AA) UIC, you will only be allowed to select one UIC and Document Effective Date combination at a time. The system will prevent you from selecting more than one AA UIC/Document Effective Date combination.

- You have the option to select a future Document Effective Date if one is available and its date is less than 30 days from the date of the current document.

- For a Multi-Component Unit (MCU) UIC, multiple UIC and Document Effective Date combinations can be selected.

- The system will ensure that a mobilized Soldier is not on the list of Soldiers to be slotted.

13.3.1.2   SLOTTING—FILTER CRITERIA

The Slotting—Filter Criteria page (shown in Figure 13–32, Slotting—Filter Criteria) allows you to filter Soldiers and authorizations for the selected UIC/Document Effective Date combinations.

Figure 13–32: Slotting—Filter Criteria

The following filters are required:

- Soldiers: Unslotted Soldiers, All Soldiers, or Overstrength Soldiers. Only one Soldier filter can be selected at a time. The criteria of Unslotted Soldiers will include Overstrength Soldiers.

- Grade: E1-E4, E5, E6, E7, E8, E9, WO, and Officers. Multiple selections can be made in the Grade section. If no Grade is selected, the system will display all grades.

- The Section text area will display the combination of Para/Line and Paragraph Heading for the selected UIC/Document Effective Date combination for Active Army UICs. For MCU UIC/Document Effective Date selections, a combination of Assign UIC, Para/Line, and Paragraph Heading will be displayed. You can select one or more values.

- After the filter criteria are selected, click OK to proceed. The system will notify you if the required filter, Soldiers, has not been selected.

- Click Close to exit without proceeding. The system returns you to the Slotting—UIC Selection page.

13.3.1.3   SLOTTING

The Slotting page (shown in Figure 13–33, Slotting) allows the authorized user to slot, unslot, and reslot Soldiers into and/or from authorizations one at a time or in batch mode. The system populates the Soldiers table with a list of Soldiers and their corresponding data for the selected UIC/Document Effective Date combinations and selected filter criteria. The corresponding data include SEQ/POSN, Current Position Title, Rank, Name, Comp (component), MOS/AOC, BMOS, ASI, SQI, Lang, Assign UIC, and Slotted SEQ/POSN (populated when a Soldier is slotted).

The system populates the Authorizations table with the relevant positions for the selected UIC combination. The Authorizations table only displays the positions that are valid for the Soldiers based on the selected filter criteria. The Authorizations table displays the SEQ/POSN, Filled, Section, Duty Title, Duty Date, Comp, Rank, MOS/AOC, ASI, SQI, Language, and Assign UIC. The Authorizations table also provides a picklist of UMR codes to be used when unslotting Soldiers.

Figure 13–33: Slotting

13.3.1.3.1 SLOT AN UNASSIGNED SOLDIER

To slot an unassigned Soldier, perform the following steps:

1. Select an unassigned Soldier by clicking on the corresponding radio button in the Select column of the Soldiers table.

2. View the list of available positions in the Authorizations table. You have the option to edit the Duty Title and Duty Date of the position as necessary. These data elements may be changed before or after an authorization has been selected.

3. Select an authorization/position by clicking on the corresponding radio button in the Select column of the Authorizations table.

4. The system populates a "Y" in the Filled column of the Authorizations table of the corresponding SEQ/POSN selected.

5. The system populates the Slotted SEQ/POSN column on the Soldiers table with the combination of paragraph number, line number, and position number from the Authorization table for the Soldier.

6. If you slot the Soldier to a position already assigned to another Soldier, the system accommodates double slotting by issuing a message that the Soldier is being double slotted.

You will have the option to override to not allow the double slotting or to check the option to allow double slotting.

Figure 13–34: Slotting an Unslotted Soldier

13.3.1.3.2   RESLOT A SLOTTED SOLDIER

To reslot a slotted Soldier: Follow the steps in Section 13.3.1.3.1, Slot an Unassigned Soldier, to reslot an already slotted Soldier. The system will update the Slotted SEQ/POSN column accordingly.

13.3.1.3.3   UNSLOT SOLDIERS

To unslot a slotted Soldier, perform the following steps:

1. Select a slotted Soldier from the Soldiers table by clicking on the corresponding radio button in the Select column. An already unslotted Soldier with a UMR Code can also be given another UMR code through the process of unslotting.

2. Expand the UMR Codes for Unslotting picklist and select a UMR code of choice.

3. The system will populate the Slotted SEQ/POSN column of the Soldiers table with the selected UMR code or position number (as shown in Figure 13–35, Unslotting Soldiers).

Figure 13–35: Unslotting Soldiers

13.3.1.3.4   COMPLETE SLOTTING ACTIONS

To complete the slotting actions, perform the following steps:

1. Click Submit to proceed. The system will validate your selections, issue any necessary messages to identify any discrepancies, and/or save the valid selections to the database.

2. If there were no discrepancies found during validation, the system will display the Slotting—Summary page.

3. The system will display a message and allow you to override the discrepancies if applicable. For those discrepancies that cannot be overridden, the system returns you to the Slotting page to reslot the affected soldiers.

4. Click Close to exit the page without proceeding. The system returns you to the Slotting— UIC Selection page.

13.3.1.3.5   SYSTEM VALIDATIONS

The system performs the following validations:

- The system will compare the Soldier's PMOS (Primary Specialty), SMOS (Secondary Specialty), and Alternate (Additional Specialty) with the requirements of the document in determining the Soldier's qualification.

- The system will notify you if the duty MOS/AOC does not match the Soldier's current Primary, Secondary, Bonus, or Additional Specialty MOS. You will be allowed to override this discrepancy.

- The system will allow you to override mismatching MOS/AOC, ASI, SQI, Grade/Rank (within the 2 up 1 below rule—that is, the Soldier cannot be slotted to an authorization that is more than two ranks above his or her current rank, or one rank below his or her current rank), and Lang but will record the discrepancies in HRAR Section 1—Slotted Soldiers.

- The system will ensure that Soldiers are not slotted outside of their Military Personnel Classification.

- The system will ensure that Active Army (AA) Soldiers are not slotted across components.

- The system will ensure that an attached Soldier, if he or she already occupies a position in the parent unit, is unslotted from the parent unit before he or she can be assigned to another position in the attached unit.

- The system will allow MCU soldiers to be slotted across components.

- The system will allow more than one Soldier to be slotted into one authorization. If you attempt to assign more than one AA Soldier into one authorization for the AA, the system will display a message to notify you and provide the option to override the message.

- The system shall ensure that the duty assignment date is not a future date.

- The system shall ensure that the duty assignment date does not precede the previous duty assignment date or the Soldier's arrival/attachment date to the unit.

13.3.1.3.6   SYSTEM UPDATES

The system performs the following updates:

- The system updates the Soldier's current duty assignment data as per Military Personnel Classification.

- The system updates the Soldier's duty title and duty date accordingly.

- The system updates the Soldier's position number and sequence number accordingly.

13.3.1.3.7   TRANSACTION TO TAPDB

The system sends the following transactions for all successful slotting actions:

- Transaction 4350: Current Duty Assignment Data (CO)
- Transaction 4355: Current Duty Assignment Data (WO)
- Transaction 4360: Current Duty Assignment Data (EN)

13.3.1.4   SLOTTING—MESSAGE

If discrepancies occur in the slotting actions, the system will display the discrepancies, separating those that can be overridden from those that cannot be overridden. Figure 13–36, Slotting Message, provides an example of the Slotting Message page.

Figure 13–36: Slotting Message

To resolve a discrepancy, perform the following steps:

1. To override a discrepancy where allowed, click the corresponding checkbox in the Override column.

2. If you do not wish to override the discrepancies, the system returns you to the Slotting page to reslot the affected Soldiers.

3. For those discrepancies that cannot be overridden, the system will not save the slotting actions but will return you to the Slotting page to reslot the affected Soldiers.

4. When all discrepancies have been resolved, click OK to proceed. The system will display the Slotting—Summary page or return you to the Slotting page accordingly.

13.3.1.5   SLOTTING OVERSTRENGTH SOLDIERS

The Slotting page (shown in Figure 13–37, Slotting Overstrength Soldiers) allows the authorized user to slot overstrength soldiers with the UMR code of 9990 into the paragraph headers of the authorization document one at a time or in batch mode. The system will populate the Paragraph Headings picklist with a combination of Para Line and Section for the selected UIC/Document Effective Date combination. For multiple UIC combinations, the Paragraph Headings picklist will also identify the Assign UIC of the Sections. The system will display a list of Soldiers and the corresponding data, including UMR Code, Rank, Name, Comp, MOS/AOC, ASI, Language, Home UIC, and Selected Paragraph.

Figure 13–37: Slotting Overstrength Soldiers

To slot overstrength Soldiers, perform the following steps:

1. Select a Soldier from the Soldiers table by clicking on the corresponding radio button in the Select column.

2. Expand the Paragraph Heading picklist and select a value of choice. The system will populate the Selected Paragraph column accordingly.

3. When all slotting actions are complete, click Submit to proceed. The system will validate you selections and save the selections to the database.

4. Click Close to exit the page without proceeding. The system returns you to the UIC-Selection Page.

13.3.1.6 SLOTTING—SUMMARY

The Slotting—Summary page (shown in Figure 13–38, Slotting—Summary) displays the Soldiers who have been slotted or unslotted during the working session. The system will display the slotting data to include the SEQ/POSN. Under the subheading of Soldier, the system displays the Soldier's Rank, Name, and MOS. Under the subheading of Authorization, the system displays the slotted Rank, Section, Duty Title, Duty Date, Assign UIC, and MOS for those Soldiers successfully processed. The system will also display the counts for the total number of Soldiers processed in the session and total number of Soldiers in the selected UIC, categorized by slotted and unslotted. If you have selected multiple UIC combinations, the system will categorize the Soldier count by UIC, slotted and unslotted.

Figure 13–38: Slotting—Summary

If there are unslotted Soldiers remaining in the unit, the system attaches a hyperlink on the count of Unslotted Soldiers in the Total Soldiers in the unit. Clicking on the hyperlink returns you to the Slotting page to slot the remaining unslotted Soldiers. Click Close to exit the page. The system returns you to the Main Menu.

13.3.2   *Slotting – No Authorized Documents*

The Slotting – No Authorized Documents function allows you to add or update slotting type information—such as duty title—for a 999* series Soldier for whom there are no TAADS authorization documents.

Figure 13–39, Slotting – No Authorized Documents Processes, illustrates the processes in Slotting – No Authorized Documents.

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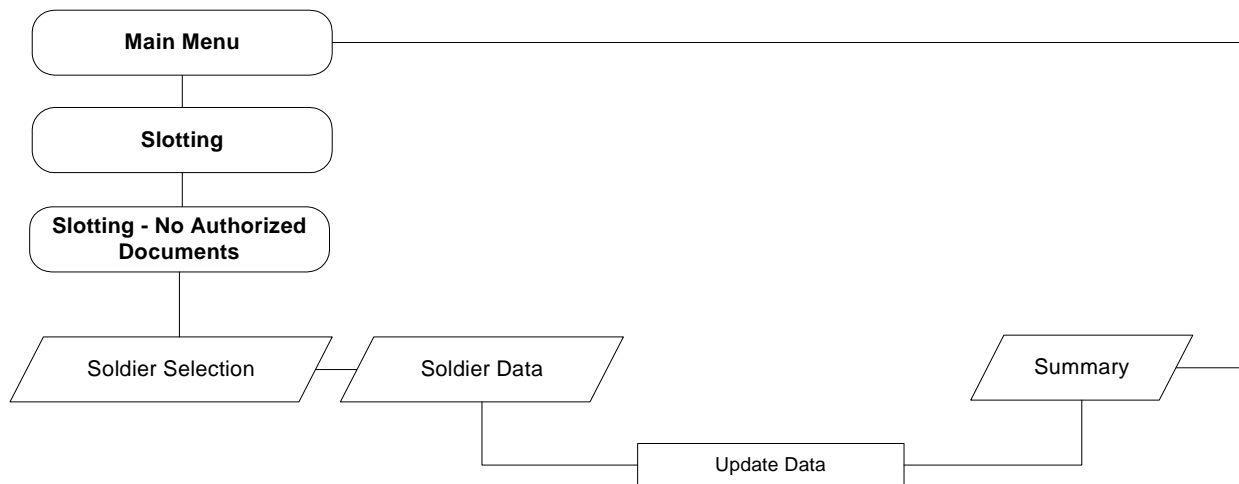
Figure 13–39: Slotting—No Authorized Documents Processes

To initiate the process of updating slotting-type data for a Soldier without authorized documents, you must first build a Soldier list. The search criteria available for this function are SSN, Last Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). You may only select one Soldier at a time for this function. Once you selected a Soldier for whom you wish to make changes, the system displays the Slotting No Authorized Documents – Soldier Data page.

13.3.2.1   SLOTTING NO AUTHORIZED DOCUMENTS – SOLDIER DATA

The Slotting No Authorized Documents – Soldier Data page (shown in Figure 13–40, Slotting No Authorized Documents – Soldier Data) allows you to update duty information for a Soldier without authorized documents. The system displays the selected Soldier's Rank, Name, SSN, and UIC.

In addition, *e*MILPO displays Basic Assignment Data for the Soldier—such as Assignment Date, Departure Date, UIC, Unit Designation, Assignment Location, and State—as read-only.

To update current duty assignment information for a Soldier without authorized documents, perform the following steps:

1. Enter a Duty Assignment Date (in yyyymmdd format) indicating the date the Soldier reported for his or her current duty assignment. This field defaults to the date of the current duty assignment. This is a required field.
2. Enter a Duty MOS for the Soldier. This defaults to the Soldier's current Duty MOS. This is a required field.
3. Select the Soldier's skill level from the Duty Skill Level picklist. This is a required field.
4. Enter a Duty ASI for the Soldier. This is a required field.
5. Enter an SQI for the Soldier. This is a required field.
6. Select a language from the Language picklist. This is a required field.

Figure 13–40: Slotting No Authorized Documents—Soldier Data

7. Select a duty title from the Duty Title picklist. This is a required field. The system defaults the Duty Title to INCOMING PERSONNEL.

8. Click Save to save the record. The system validates your entry and saves your changes. The system generates the Slotting No Authorized Documents Summary page (Figure 13–42, Slotting No Authorized Documents Summary) showing all completed actions.

9. Click Close to exit the page and return to the Main Menu.

13.3.2.1.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall only retrieve records for Soldiers who are a RECSTA G, 7, or 8 who fall into a UIC that have no authorized document numbers.

- The system shall ensure that Duty Assignment Date is on or after the current arrival date but and is not in a future date.

13.3.2.1.2 SYSTEM UPDATE

The system performs the following updates: The system updates the current duty assignment data for the selected Soldier.

13.3.2.1.3 TRANSACTION TO TAPDB

The system shall generate the following transactions to TAPDB

- Transaction 4360 for every enlisted Soldier slotted.

- Transaction 4355 for every commissioned officer slotted.

- Transaction 4350 for every warrant officer slotted.

13.3.2.2 SLOTTING NO AUTHORIZED DOCUMENTS – SOLDIER DATA (999* CODE CHANGE)

The Slotting No Authorized Documents – Soldier Data page [shown in Figure 13–41, Slotting No Authorized Documents – Soldier Data (999* Code Change)] allows you to update the 999* series code for a Soldier without authorized documents. The system displays the selected Soldier's Rank, Name, SSN, and UIC.

In addition, *e*MILPO displays Basic Assignment Data for the Soldier—such as Assignment Date, Departure Date, UIC, Unit Designation, Assignment Location, and State—as read-only.

To change the default 9992 series to another 999* series value for a Soldier without authorized documents, perform the following steps:

1. Select a code from the Codes for Unslotting picklist.
2. Enter a Duty Assignment Date (in yyyymmdd format) indicating the date the Soldier reported for his or her current duty assignment. This field defaults to the date of the current duty assignment. This is a required field.
3. Click Save to save the record. The system validates your entry and saves your changes. The system generates the Slotting No Authorized Documents Summary page (Figure 13–XX, Slotting No Authorized Documents Summary) showing all completed actions.
4. Click Close to exit the page and return to the Main Menu.

**Figure 13–41: Slotting No Authorized Documents—Soldier Data
(999* Code Change)**

13.3.2.3   SLOTTING NO AUTHORIZED DOCUMENTS SUMMARY

The Slotting No Authorized Documents Summary page lists the Soldier successfully updated in the working session and his or her corresponding data (Rank, Name, SSN, Arrival Date, Duty Title, and Duty Assignment Date). You have the option to view and/or print this page.

Figure 13–42: Slotting No Authorized Documents Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.4 Duty Status

The Duty Status module lists the 12 most recent military duty statuses recorded for the Soldiers and the corresponding effective date and time. You have the option to add new statuses and to remove the most current status. You may also view and print the Personnel Action report for each successful action. The system will prompt you to confirm before changing a Soldier's military duty status. Figure 13–43, Duty Status Processes, illustrates the processes in the Duty Status module.
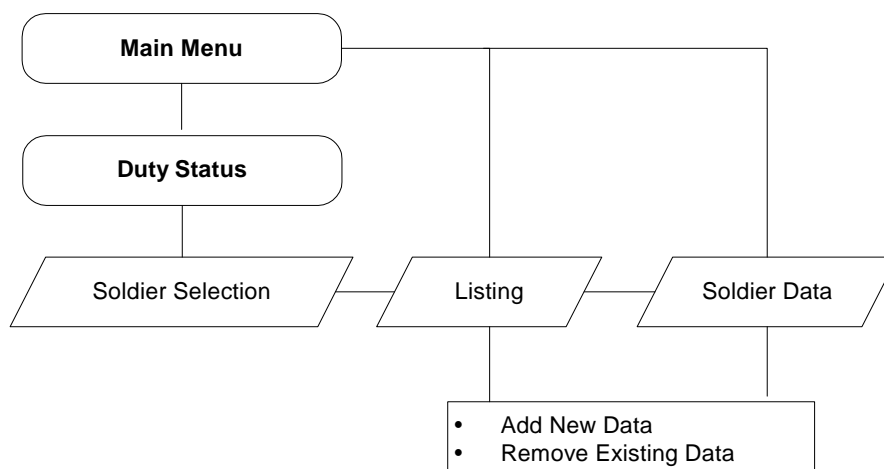
Figure 13–43: Duty Status Processes

To initiate the process of adding or removing Duty Status data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you

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have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Duty Status—Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

13.4.1   Duty Status—Listing

The Duty Status—Listing page (shown in Figure 13–44, Duty Status—Listing) lists the 12 most recently recorded military duty statuses for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 13–44: Duty Status—Listing

The following fields are available on this page:

- The Action column indicates the available action that you can select to perform.
- The Status column will be updated after all selected actions are completed.
- The Duty Status, Effective Date, and Effective Time columns provide the details of each duty status.

After a successful addition or removal action, the Report column will allow you to click on a link to view and/or print the duty status report.

13.4.1.1   REMOVE EXISTING DUTY STATUS

You may select to remove the most current duty status by selecting the appropriate action from the Action picklist.

13.4.1.2   ADD NEW DUTY STATUS

To perform the Add New Duty Status function, perform the following steps:

1. To add new duty status, check the Add Duty Status checkbox.
2. Click Submit to proceed. The system will display the Duty Status—Soldier Data page for the first selected action.
3. Click Next to proceed to the next Soldier from the Soldier list without saving. The system will detect data selection on the page and prompt you to save or discard the data. If the current page is the only or last Soldier on the list, the system returns you to the Main Menu.
4. Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system returns you to the Main Menu.

13.4.2   *Duty Status—Soldier Data—Add Mode*

The Duty Status—Soldier Data page (shown in Figure 13–45, Duty Status—Soldier Data) allows you to add a new military duty status for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 13–45: Duty Status—Soldier Data

To add a new military duty status for a Soldier, perform the following steps:

1. The system displays the Soldier's current duty status as read-only.
2. You can expand the required Duty Status picklist and select an appropriate choice. Table 13–5, Duty Status Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
ADM	ADMINISTRATIVE ABSENCE
AWC	AWOL-CONFINED BY CIVILIAN AUTHORITIES
AWL	ABSENT WITHOUT LEAVE
CAP	CAPTURED
CCA	CONFINED BY CIVILIAN AUTHORITIES
CLV	CONVALESCENT LEAVE
CMA	CONFINED BY MILITARY AUTHORITIES
HOS	HOSPITALIZED (NONBATTLE INCURRED)
HOW	HOSPITALIZED (BATTLE INCURRED)
INT	INTERNED
MIA	MISSING IN ACTION
OLV	ORDINARY LEAVE
PDY	PRESENT FOR DUTY

Codes	Abbreviations
SCA	SENTENCED BY CIVIL AUTH FOR 30-180 DAYS
SMA	SENTENCED BY MILITARY AUTHORITIES
SND	SICK-NOT IN THE LINE OF DUTY (LOD)
TDY	TEMPORARY DUTY
XLV	EXCESS LEAVE
TRA	IN-TRANSIT

Table 13–5: Duty Status Codes and Abbreviations

3. The system defaults the required Effective Date and Effective Time to the system's current date and time based on the specific time zone. You may edit these fields as necessary.

4. Click Save to proceed. The system will validate your entry and forward you to the next selected action from the Listing page, if any exist. If the current Soldier is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

5. Click Next to proceed to the next action from the Listing page without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only or last action on the list, the system returns you to the Listing page.

6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system returns you to the Main Menu.

13.4.2.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system ensures that the Effective Date is not a future date.
- The system will display an error if the duty status date is before the Soldier's BASD.
- The system ensures that the duty status date must be after the most recent duty status.
- If the selected duty status is "CCA," "CMA," "AWC," "AWL," "SCA," or "SMA," the system shall display an information message to notify you that additional information and transactions have been generated for SFPA, Assignment Considerations, and Assignment Eligibility.

13.4.2.2 TRANSACTION TO TAPDB

The system sends Transaction 4195: Military Duty Status to TAPDB.

13.4.3 Duty Status—Soldier Data—Remove Mode

The Duty Status—Soldier Data page in Remove mode allows you to view and remove an existing military duty status for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove a duty status for a Soldier, perform the following steps:

1. The system displays the current values for the selected duty status as read-only.

2. Click Save to proceed. The system will prompt you to confirm that the data are being removed from the Soldier's record. The system then forwards you to the next selected action as outlined in Add mode.

3. Alternatively, you may click Next and Close.

4. The system sends a transaction to TAPDB as outlined Section 13.4.2.2, Transaction to TAPDB.

13.5   Patient Tracking

The Patient Tracking module comprises the Soldier Patient History function. Figure 13–46, Patient Tracking Processes, illustrates the different processes in Arrival.
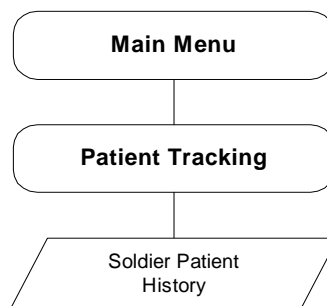
Figure 13–46: Patient Tracking Processes

13.5.1   *Soldier Patient History*

The Soldier Patient History function allows you to view the patient tracking history for Soldiers within your UIC who are hospitalized. In addition, the function provides information on dates of admittance, discharge, and hospital as well as status. Figure 13–47, Patient Tracking History Processes, illustrates the processes within this module.
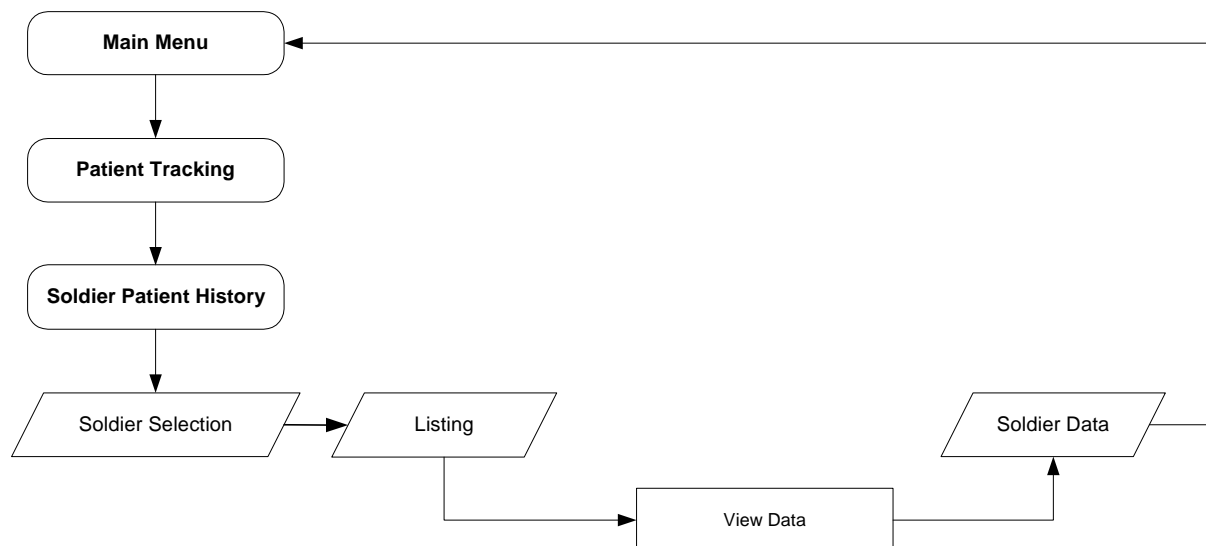
Figure 13–47: Patient Tracking History Processes

To initiate the process of viewing patient tracking history data for a Soldier, you must first build a Soldier list. The search criteria available for this module are as follows: SSN, UIC, Hospital, and Hospital Code. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Patient Tracking History - Listing page.

13.5.1.1   PATIENT TRACKING HISTORY - LISTING PAGE

The Patient Tracking History - Listing page displays patient tracking history data for the Soldier. This page lists the Soldier's Rank, Name, SSN, Status (for example, Out Patient), Hospital, Date Admitted/Arrived, and the Date Discharged/Departed. You have the option to view a record or print the page.

To view a patient tracking history record for the Soldier, perform the following steps:

1. Click the Select radio button and click **OK**. The system displays the Patient Tracking History – Soldier Data page, shown in Figure 13–48, Patient Tracking History – Listing.

2. Click **Next** to advance to the next Soldier in the list. If the current Soldier is the last or only Soldier from the Soldier list, the system displays the Main Menu.

3. Click **Close** to terminate the working session and return to the Main Menu.

Figure 13–48: Patient Tracking History – Listing

13.5.1.2   PATIENT **T**RACKING **H**ISTORY **– S**OLDIER **D**ATA

The Patient Tracking History – Soldier Data page—shown in Figure 13–49, Patient Tracking
History – Soldier Data—displays the following information as read-only: Rank, Name, UIC,
Action, position on the record list and number of records in the list, Hospital, PAD DSN#, CIV#,
Status, Condition, Destination, Date/Time Admitted/Arrived, Date/Time Discharged/Departed,
Date/Time Last Update, Disposition, and Remarks.

Figure 13–49: Patient Tracking History – Soldier Data

Click Close to exit the page. The system returns you to the Main Menu.

13.6   Assignment History

Assignment History consists of Assignment/Duty History, and Tour Credits. The Assignment/Duty History module lists the current and previous military assignments, both CONUS and OCONUS, for the selected Soldier. The Tour Credits module allows you to add, update, or remove tour credit data for a Soldier. Figure 13–50, Assignment History Processes, illustrates the different processes in Assignment History.
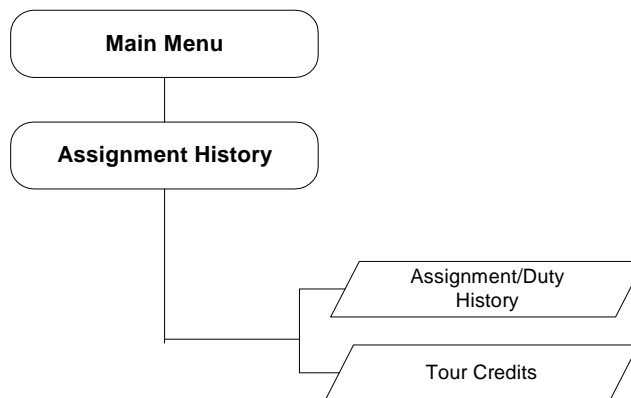
Figure 13–50: Assignment History Processes

13.6.1   Assignment/Duty History

The Assignment/Duty History module lists the current and previous military assignments, both CONUS and OCONUS, for the selected Soldier. The system also tracks the duty assignment histories within an assignment for the Soldier. You have the option to update or remove one or more existing assignment history or duty assignment history data, and to add a new assignment history or duty assignment history data. If the Soldier's record shows an overlap of dates between assignments, you will need to update an existing assignment to correct the dates accordingly. Figure 13–51, Assignment/Duty History Processes, illustrates the processes in the Assignment/Duty History module.
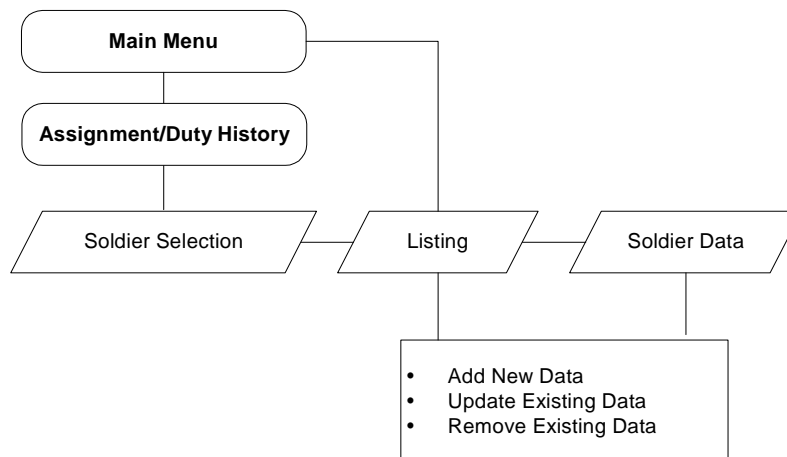
Figure 13–51: Assignment/Duty History Processes

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To initiate the process of adding, updating, or removing assignment history data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Assignment History Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

13.6.1.1   ASSIGNMENT HISTORY LISTING

The Assignment History Listing page (shown in Figure 13–52, Assignment History Listing) lists the current and previous military assignments that exist in the database for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only. The system also lists the current assignment for the Soldier and displays all assignment history currently recorded in the database for the Soldier.

Figure 13–52: Assignment History Listing

The following fields are available on this page:

- The Action column displays the available actions.

- The Status column is populated after you have completed all actions. The Status column will show your completed actions.

- The UIC, Unit Designation, Start Date, and End Date columns indicate the details of each assignment. The current assignment is displayed first, with "Current" listed in the End Date field; this record is not editable.

13.6.1.1.1   UPDATING OR REMOVING ASSIGNMENT HISTORY

You can update or remove one or more assignment history listings on the Listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Section 13.6.1.1.2, Add Assignment History, to complete the process.

13.6.1.1.2   ADD ASSIGNMENT HISTORY

Complete the following steps to add new assignment history data:

1. Click on the Add Assignment History checkbox to add a new assignment history.

2. Click Submit to proceed. The system will display the Assignment/Duty History—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and update the Status column, listing all completed actions and adding any new assignment history data for the selected Soldier.

3. Alternatively, you can click Close to terminate the working session. If the current Soldier is the only Soldier on the Soldier list, the system returns you to the Main Menu.

4. If the current Soldier is not the only Soldier on the Soldier list, the system will prompt you to confirm that you wish to terminate the working session. If you answer Yes, the system will display the Main Menu. If you answer No, the system returns you to the current page for further processing.

13.6.1.2   ASSIGNMENT/DUTY HISTORY—SOLDIER DATA—ADD MODE

The Assignment/Duty History—Soldier Data page (shown in Figure 13–53, Assignment/Duty History—Soldier Data—Add Mode) in Add mode allows you to add assignment history data for the selected Soldier. You also have the option to add duty assignment history for the current assignment. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only.

Complete the following steps to add assignment history:

1. Under the heading of Basic Assignment Data, expand the Assignment Type picklist and select from CONUS or OCONUS. This is a required field.

2. Enter the UIC in the provided text-entry field. The system will populate the required Unit Designation based on the provided Assignment Type and UIC. You have the option to edit these data.

3. If the UIC is a CONUS UIC, the system will also populate the Assignment Location with UNITED STATES and with the State that is the home state of the UIC. You may correct these data as necessary.

Figure 13–53: Assignment/Duty History—Soldier Data—Add Mode

4. If you select an Assignment Location other than UNITED STATES, the system will hide the State field.

5. Enter the required Assignment Date and Departure Date for the assignment in the provided text-entry fields. These are required fields.

6. You have the option to add duty assignment history for the current history by clicking on the Add Duty Assignment History checkbox. The system will return to the Assignment/Duty History—Soldier Data screen to show any added duty assignment history.

7. The Action column stores the available actions: Update and Remove.

8. The Status column will be updated after all selected actions have been completed to show all statuses.

9. The Duty Assignment Date, Duty MOS/AOC, and Duty Title provide details pertaining to each duty assignment.

10. You may update and/or remove existing duty assignment histories by selecting the appropriate choice from the Action picklist.

11. Check the Add Assignment History checkbox to add another assignment history.

12. Check the Add Duty Assignment History checkbox to add another duty assignment history for the listed assignment.

13. Click Save to save the current record and proceed to the next action, if one exists. If you had selected to perform additional actions for the current Soldier, the system will loop through all selected actions. The system then returns you to the Listing page and updates the Status column to show all completed actions.

14. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

15. Click Next to skip this action. The system detects data entry on the page and prompts you to save or discard the data. If no other selected action exists, the system returns you to the Listing page and updates the Status column to show all completed actions.

16. Click Close to exit the page and return to the Listing page. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Listing page and updates the Status column to show all completed actions.

13.6.1.2.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system ensures historical assignment dates fall within a valid range.

- The system ensures historical assignment dates are prior to the current assignment date.

- The system ensures that the combination of selected Assignment Type and UIC are valid and that the Assignment Location reflects the UIC.

13.6.1.2.2 SYSTEM UPDATES

The system performs the following updates:

- The system shall update the assignment PCS date with the departure date.

- The system shall default the arrival date as the Duty Assignment Date.

- The system shall auto-calculate the DEROS Date for OCONUS assignments based on the assignment date and the tour length.

13.6.1.2.3 TRANSACTION TO TAPDB

The system sends Transaction 4410 (for enlisted only): Correction to Previous Unit Assignment Data to TAPDB.

13.6.1.3 ASSIGNMENT/DUTY HISTORY—UPDATE MODE

The Assignment/Duty History page (shown in Figure 13–54, Assignment/Duty History—Soldier Data—Update Mode) in update mode allows you to update the selected assignment history and any corresponding duty assignment histories for the Soldier. The system will display the

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Assignment/Duty History—Soldier Data page prepopulated with the existing values for the selected Soldier's record. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only. The system also displays the current values for any corresponding duty assignment history and allows you to update or remove those values. In addition, the Locale and CMD fields are prepopulated according to the UIC; you can edit these fields. Further, if the UIC field is blank, the Locale and CMD fields are required fields.

Figure 13–54: Assignment/Duty History—Soldier Data—Update Mode

The following fields are available on this page:
- The Action column displays the available actions.
- The Status column will show your completed actions.
- The Duty Assignment Date column identifies the date the Soldier reported to start the duty.
- The Duty MOS/AOC and Duty Title columns indicate the skills and title the Soldier occupied for the particular duty.

13.6.1.3.1   TO UPDATE OR REMOVE CURRENT DUTY ASSIGNMENT HISTORY

You can update or remove one or more listed duty assignment histories by selecting the corresponding action type from the Action picklist.

13.6.1.3.2   TO ADD A NEW DUTY ASSIGNMENT HISTORY

To add a new duty assignment history, perform the following steps:

1. Click on the Add Duty Assignment History checkbox to add a new listing.

2. Click Save to save data entered on this page. The system will validate your entry and forward you to the next selected action from the Assignment History—Listing page, if any exist. If the current page is the only or last action selected from the Listing page, the system returns you to the Assignment History Listing page and updates the Status column.

3. Click Next to skip this action and proceed to the next action on the list, if one is available. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only or last action selected from the Listing page, the system returns you to the Assignment History Listing page and updates the Status column.

4. Click Close to terminate the working session.

13.6.1.4   ADD DUTY ASSIGNMENT HISTORY FOR THE CURRENT ASSIGNMENT

The Duty Assignment History—Soldier Data page (shown in Figure 13–55, Duty Assignment History—Soldier Data—Add Mode) allows you to add a duty assignment history data for the selected assignment. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action as read-only.

To add a duty assignment history data for a Soldier, perform the following steps:

1. The system defaults the Duty MPC to the Soldier's current military personnel classification. You may select an alternate choice as necessary. Table 13–6, Military Personnel Classification Codes and Abbreviations, provides a list of the available choices.

Codes	Abbreviations
E	ENLISTED
W	WARRANT OFFICER
C	COMMISSIONED OFFICER

Table 13–6: Military Personnel Classification Codes and Abbreviations

2. The system displays the Arrival Date as read-only.

3. The Duty Assignment Date field is a required field. You can edit this field.

4. The Duty Duration field is a required field.

5. The Duty MOS, Duty Skill Level, Duty ASI, and SQI are editable, free-text fields. Note: Figure 13–56, Duty Assignment History—Soldier Data—Add Mode, provides an example of an Add mode screen for an enlisted Soldier. Warrant officers will have the Duty MOS, Duty ASI, and SQI fields available for text entry. Commissioned officers will have the Duty AOC and Skill Code fields available for editing.

Figure 13–55: Duty Assignment History—Soldier Data—Add Mode

6. Enter the Duty Title for the assignment in the provided text-entry field.

7. Click Save to save the data to the database. The system will validate your entry and forward you to the next selected action from the Assignment History—Soldier Data page, if any exist. If the current page is the last or only action, the system returns you to the Assignment History—Soldier Data page and update the Status column to show all completed actions.

8. Click Reset to clear all fields.

9. Click Next to advance to the next selected action, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Assignment/Duty History—Soldier Data page and update the Status column to show all completed actions.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

13.6.1.4.1　SYSTEM VALIDATIONS

The system ensures that the range of Duty MOS, Duty ASI, and SQI are valid for the Soldier's Duty MPC.

13.6.1.4.2　TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB:

- Correction of Previous Assignment Data Transaction 4420: Transaction for a Commissioned Officer

- Correction of Previous Assignment Data Transaction 4425: Transaction for a Warrant Officer

- Correction of Previous Assignment Data Transaction 4430: Transaction for an Enlisted Soldier

13.6.1.5　UPDATE/REMOVE DUTY ASSIGNMENT HISTORY FOR THE CURRENT ASSIGNMENT

The Duty Assignment History—Soldier Data page in update or remove mode allows you to revise or remove one or more duty assignment history data for the selected assignment. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only.

13.6.2　Tour Credits

The Tour Credits function allows you to track overseas assignment tours for a Soldier. Tour Credits allows you to add, update, and remove overseas tour data for a Soldier. Figure 13–56, Tour Credits Processes, illustrates the processes in the functional category of Tour Credits.
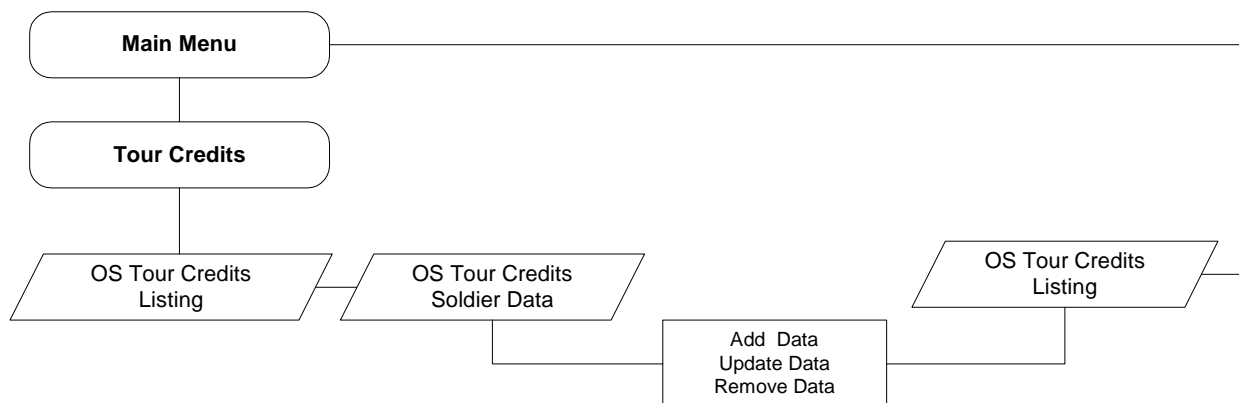
Figure 13–56: Tour Credits Processes

To initiate the process of adding, updating, or removing overseas tour credit information for a Soldier, you must first build a Soldier list. The search criteria available for Tour Credits are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes,

the system will display the OS Tour Credits Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

13.6.2.1   OS TOUR CREDITS LISTING

The OS Tour Credits Listing page (shown in Figure 13–57, OS Tour Credits Listing) displays the selected Soldier's rank, name, SSN, and UIC as read only as well as the Soldier's position on the Soldier list. The OS Tour Credits Listing page displays the following read-only fields:

- In the display area above the table:
    – # OS Long Tours
    – # OS Short Tours
    – # OS Combat Tours
    – # OS Operational Deployment Tours
    – # OS Restricted Tours
    – Dwell Time
- In the table:
    – Action
    – Status
    – OS Start Date
    – OS End Date
    – OS Country
    – Tour Type
    – No. of Months
    – Tour Completion Status

Figure 13–57: OS Tour Credits Listing

You have the capability to add, update, or remove an overseas assignment record for the selected Soldier. To add a record, check the Add OS Tour Credit checkbox and click Submit. The system displays the OS Tour Credits—Soldier Data page. To update or remove deployment data for the Soldier, select Update from the drop-down in the Action column and click Submit. The system displays the OS Tour Credits—Soldier Data page. Click Close to exit return to the Main Menu without saving any changes.

13.6.2.2 OS TOUR CREDITS—SOLDIER DATA—ADD MODE

The OS Tour Credits—Soldier Data—Add Mode page (shown in Figure 13–58, OS Tour Credits—Soldier Data—Add Mode) allows you to add overseas tour credits data for a Soldier. The system displays the Soldier's rank, name, SSN, current UIC, and current action as read-only.

Figure 13–58: OS Tour Credits—Soldier Data—Add Mode

Follow these steps to enter overseas tour credits data for a Soldier:

1. Enter the OS Tour Start Date in the text-entry field provided. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).

2. Enter the OS Tour End Date in the text-entry field provided. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).

3. Expand the Tour Type picklist and select either Short, Long, Combat, or Operational Deployment (Non-Combat).

4. Expand the OS Country picklist and select the country where the Soldier served his or her tour.

5. Expand the Tour Completion Status picklist and select from one of the following values:

   - Normal Tour Completed

   - Normal Tour Not Completed

   - Tour With Dep in CMD Was Not Compl – Invol Curtailed

   - Tour W/O Dep in CMD Was Not Completed – Vol Curtailed

   - Tour W/O Dep in CMD Was Not Compl – Invol Curtailed

- Tour W/O Dependents in Command Was Completed
- Tour With Dependents in Command Was Completed
- Tour W/O Dep in Dependent Restricted Area Completed
- Tour W/O Dep in Dependent Restricted Area Not Completed
- Unknown

6. Click Save to save the current record. The system validates your data entry and updates the Soldier's record accordingly. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the OS Tour Credits Listing page, which lists the Soldier's overseas tour credit data and indicates the action taken in the Status column. You may also click Reset to clear the fields.

7. Click Next to advance to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the OS Tour Credits Listing page, which lists the Soldier's overseas tour credit data and indicates the action taken in the Status column.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the OS Tour Credits Listing page, which lists the Soldier's overseas tour credit data and indicates the action taken in the Status column. Otherwise, the system returns you to the Main Menu.

13.6.2.2.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The start date entered shall be greater than the earliest date of the following: PEBD and MIL_EAD_DT.
- The OS Tour Start Date and OS Tour End Date may not be a future date.
- The system will verify the Soldier's Tour Completion Status before updating the number of tours. If the tour was not completed, the number of tours will not be added to the Soldier's record.

13.6.2.2.2 SYSTEM UPDATES

The system will update the following information in the Soldiers' records:

- If the Soldier's Tour Completion Status indicates that the tour has been completed, the system will update the number of tours for the Soldier.

13.6.2.2.3 TRANSACTION TO TAPDB

The system will send the following transaction: Transaction Number 4368: Overseas Tour History Data.

13.6.2.3   OS TOUR CREDITS—SOLDIER DATA—UPDATE MODE

In the Update mode of an OS Tour Credits record for a Soldier, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send transactions to TAPDB as outlined in Add mode. Alternatively, you can click Next or Close. Figure 13–59, OS Tour Credits—Soldier Data—Update Mode, provides an example of the update page.

Figure 13–59: OS Tour Credits—Soldier Data—Update Mode

13.6.2.4   OS TOUR CREDITS—SOLDIER DATA—REMOVE MODE

In the Remove mode of an OS Tour Credits record for a Soldier, the system displays the current values in the database for the selected Soldier as read-only. You can view the record and click Save to remove the record from the database. Figure 13–60, OS Tour Credits—Soldier Data— Remove Mode, provides an example of the remove page.

1. Select Remove from the Action picklist next to the record you want to delete and click Submit.

2. The system will prompt you to confirm that the record is being removed from the database.

3. If you answer Yes, the system will remove the record and advance you to the next Soldier, if any exist. If the current Soldier is the last or only Soldier, the system generates the OS Tour

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Credits Listing page, which lists the Soldier's overseas tour credit data and indicates that the record was removed.

4. If you answer No, the system returns you to the current page for further processing.

5. You have the option to click Next or Close.

6. The system will send transactions to TAPDB as outlined in Add mode.

Figure 13–60: OS Tour Credits—Soldier Data—Remove Mode

13.6.2.5 OS TOUR CREDITS LISTING (SUMMARY)

After you complete an action, *e*MILPO returns you to the OS Tour Credits Listing page and displays OS Tour Credits data for the Soldier. If a record was deleted, the Action column will indicate the record was deleted. Figure 13–61, OS Tour Credits Listing (Summary), provides an example of a Soldier for whom a record has been removed.

Figure 13–61: OS Tour Credits Listing (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

13.7   Reserve Component Accounting

Reserve Component Accounting is the process of placing a National Guard or Reserve Soldier on active duty. The objective of this process is to transfer administrative control of a Soldier's record from the appropriate Reserve or National Guard application to AHRS. The Reserve Component Accounting module allows the authorized user to mobilize one or more Soldiers from the Reserve or Guard in the event of war or national emergency. You also have the option to mobilize a unit, and demobilize soldiers and units. Reserve Component Accounting offers the following functionality:

- Soldier Mobilization
- Soldier Demobilization
- Unit Mobilization
- Unit Demobilization
- Attach RC Soldier

Figure 13–62, Reserve Component Accounting Processes, illustrates the processes in Mobilization.
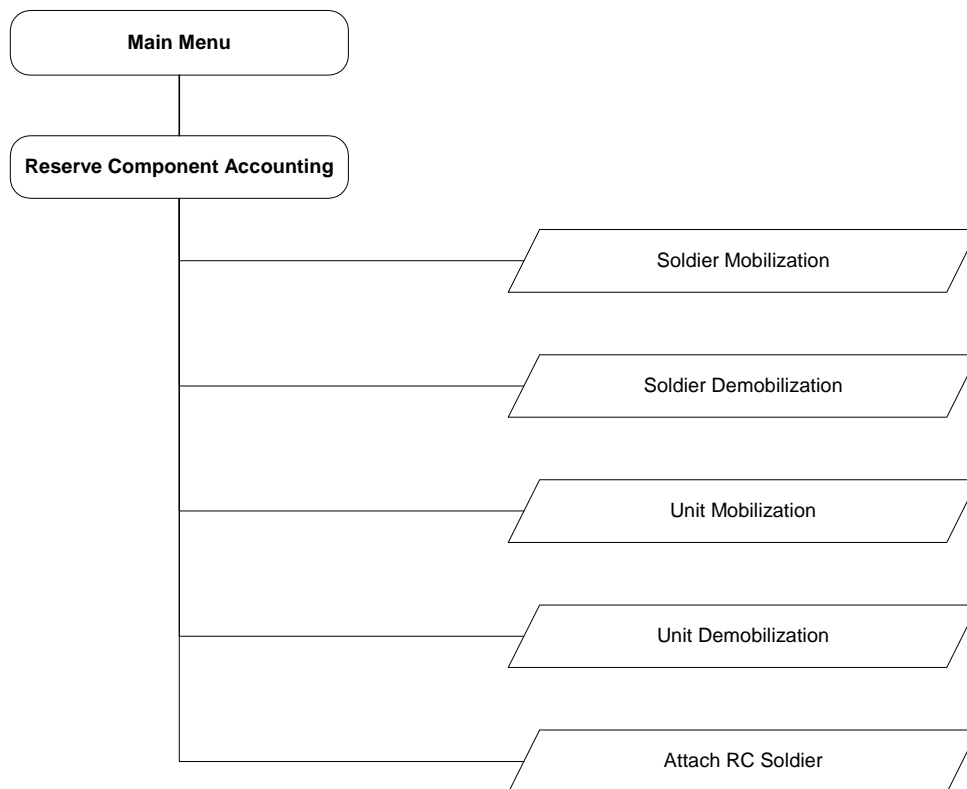
Figure 13–62: Reserve Component Accounting Processes

13.7.1   *Soldier Mobilization*

This page allows you to mobilize one or more Reserve and Guard component Soldiers to active duty as Individual Ready Reserve (IRR), Individual Mobilization Augmentees (IMA), and Troop Program Units (TPU) on a one-by-one basis. Figure 13–63, Soldier Mobilization Processes, illustrates the processes in Soldier Mobilization.
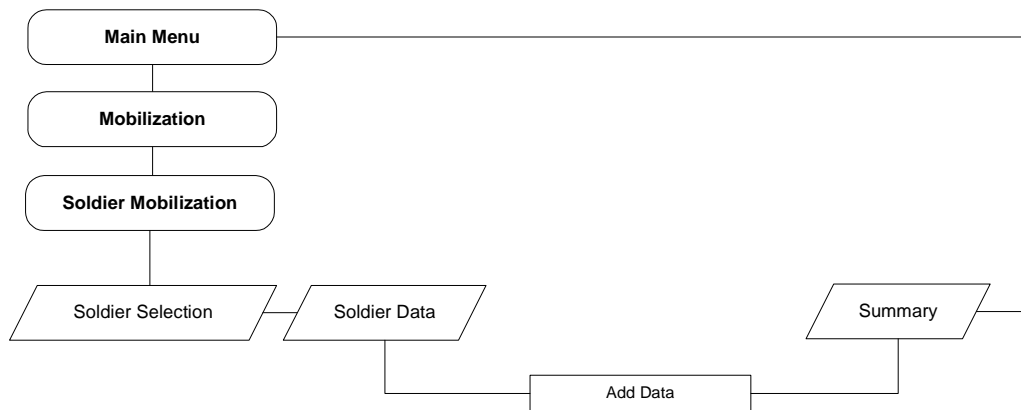
Figure 13–63: Soldier Mobilization Processes

To initiate the process of adding Soldier mobilization data for a Soldier, you must first build a Soldier list. For this function the only search criterion available is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Mobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

13.7.1.1   SOLDIER MOBILIZATION—SOLDIER DATA

The Soldier Mobilization—Soldier Data page (shown in Figure 13–64, Soldier Mobilization—Soldier Data) allows you to mobilize one or more Reserve Component Soldiers to active duty. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

To mobilize a Soldier, perform the following steps:

1. Enter a Report Date (in yyyymmdd format) indicating the date the Soldier needs to report to the unit. This is a required field.

2. Provide a Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.

3. The system prepopulates the MPC and Previous MPC fields to show the Soldier's current and previous (before mobilization) Military Personnel Classification.

4. The system defaults the MPA Type for Soldier Mobilization to NB—INVOLUNTARY ACTIVATION (NON-STRENGTH). You may not edit this field.

Figure 13–64: Soldier Mobilization—Soldier Data

5. The system stores the valid range of values for the MPA Reason in the corresponding
    picklist. Expand the list and select an appropriate choice for the mobilization. Table 13–7,
    MPA Reason Codes and Abbreviations, provides a list of the available values for the picklist.

Codes	Abbreviations
RS	PRESIDENTIAL CALL-UP—INDIVIDUAL
RT	PRESIDENTAL CALL-UP—UNIT
RU	PARTIAL MOBILIZATION—INDIVIDUAL
RV	PARTIAL MOBILIZATION—UNIT

Table 13–7: MPA Reason Codes and Abbreviations

6. Click Save to save the record. The system will validate your entry and advance to the next
    Soldier on the list, if one exists. If the current page is the only or last Soldier from the list,
    the system generates the Soldier Mobilization—Summary page (shown in Figure 13–65,
    Soldier Mobilization—Summary) showing all completed actions.

7. Click Reset to clear all entry fields.

8. Click Next to proceed to the next Soldier without saving. The system detects data entry on
    the page and prompts you to save or discard the data. If the current Soldier is the only
    Soldier on the list, the system returns you to the Main Menu. If you have saved any previous

data, the system generates the Soldier Mobilization—Summary page showing all completed actions.

9. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Soldier Mobilization—Summary page showing all completed actions.

13.7.1.1.1   SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system shall ensure the Arrival Date is equal to or prior to the current date.
- The system shall ensure the Arrival Date cannot precede the EAD Date but can be equal to the EAD Date.
- The system shall ensure the UIC entered for Gaining UIC is a valid Reserve or Guard UIC and can be the same as the Current UIC.
- The system will default the MPA Type to "NB" for all mobilizations.
- The system will allow the following values for MPA Reason: "RS," "RT," "RU," and "RV."
- The system will not close open attachments.
- The system will not depart a Soldier.

13.7.1.1.2   SYSTEM UPDATES

The system shall populate the Soldier's arrival data as follows:

- Arrival Time and Gaining Unit shall be set as entered.
- The system shall populate the Departure Date, Requisition Serial Number, and Movement Designation Code data elements with blanks.
- If the Gaining Unit is OCONUS, the system shall insert a record in the OVERSEAS-ASSIGNMENT table with minimal information. *e*MILPO determines whether a given unit is CONUS or OCONUS on the basis of its current GEOGRAPHIC-LOCATION information.
- The system shall populate duty assignment (9992—Incoming Personnel) data. The system shall not generate a workflow task for this Soldier.
- The system shall populate duty status (PDY) for the Soldier.
- The system shall not close open attachments.
- The system shall update the Soldier Person Strength Status code, home UIC, and PPA code.
- The system shall not depart the Soldier.
- The system shall update the TAPDB_REC_STATUS_CD to 8: "Mobilized."

13.7.1.1.3 TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB for every mobilized Soldier:

- Transaction 4056: Report Transfer to First Unit of Assignment
- Transaction 4195: Military Duty Status
- Transaction 4205: Report Soldier Attachment
- Transaction 4055: Report RC Soldiers Mobilized with their RC Unit During Mobilization

13.7.1.2 SOLDIER MOBILIZATION—SUMMARY

The Soldier Mobilization—Summary page lists all Soldiers successfully mobilized in the working session and their corresponding data (Rank, Name, SSN, Gaining UIC, and Report Date). You have the option to view and/or print this page.
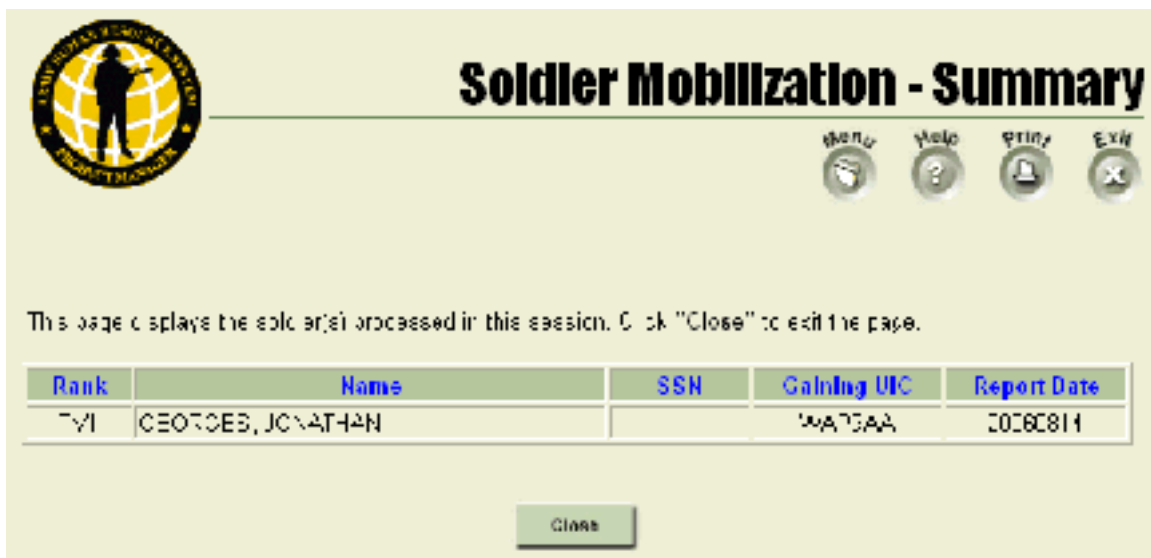
Figure 13–65: Soldier Mobilization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.7.2 Soldier Demobilization

The Soldier Demobilization module allows the authorized user to release previously mobilized Guard and Reserve component Soldiers as individuals from active duty (REFRAD). They may be IRR, IMA, or members of units being REFRAD early or later than the main body of their unit. This input is done at the end of the Soldier's activation period. The source document is DD Form 214. Use only for REFRAD under normal conditions, not if Soldier is the subject of an adverse action. Chapter cases are processed using the Loss to the Army screen. Figure 13–66, Soldier Demobilization Processes, illustrates the processes in Soldier Demobilization.
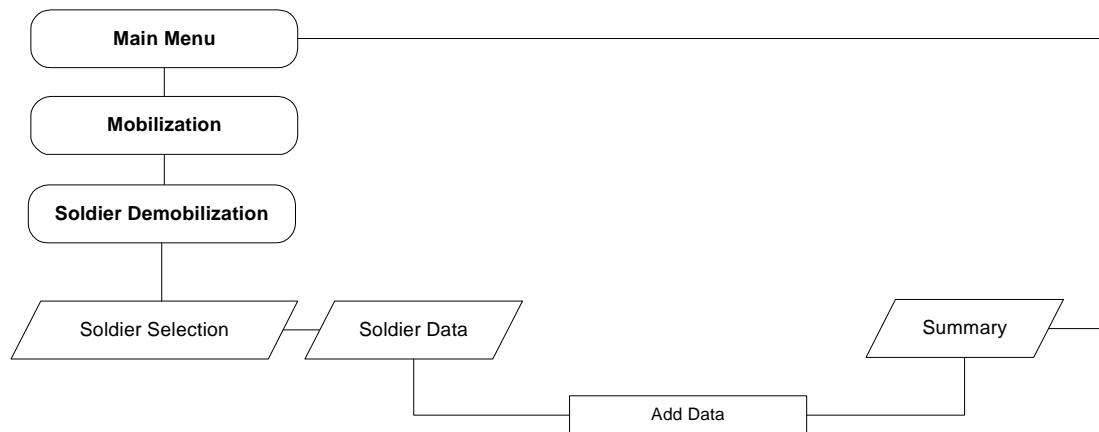
Figure 13–66: Soldier Demobilization Processes

To initiate the process of adding Soldier demobilization data for a Soldier, you must first build a Soldier list. For this function the only search criterion available is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Demobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.7.2.1   SOLDIER DEMOBILIZATION—SOLDIER DATA

The Soldier Demobilization—Soldier Data page (shown in Figure 13–67, Soldier Demobilization—Soldier Data) allows the authorized user to return previously mobilized Guard and Reserve Soldiers to their components. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers.

To demobilize a Soldier, perform the following steps:

1. Enter a Demobilization Date (in yyyymmdd format) indicating the end of mobilization. This is a required field.

2. Provide the Gaining UIC indicating the UIC to which the Soldier will be returning. This is a required field.

3. The system displays the MPA Type and MPA Reason for the previous mobilization as read-only.

4. The system defaults the Separation Program Designator to show the basis for the demobilization as L—INVOLUNTARY DEFRAG OR TRANSFER. You may expand the picklist and select an alternative choice as necessary.

5. The system defaults the Separation Program Reason to show the reason for the demobilization. You may expand the picklist and select an alternative choice as necessary.

Figure 13–67: Soldier Demobilization—Soldier Data

6. Click Save to save the record. The system will validate your entry and forward to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Soldier Demobilization—Summary page showing all completed actions.

7. Click Reset to clear all entry fields.

8. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list the system returns you to the Main Menu. If you have saved any previous data, the system generates the Soldier Demobilization—Summary page showing all completed actions.

10. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Soldier Demobilization—Summary page showing all completed actions.

13.7.2.1.1   SYSTEM VALIDATIONS

The system performs the following system validations:

*   The system shall ensure that the Gaining UIC is a valid Guard or Reserve UIC.

- The system shall ensure that a post-separation address for the selected Soldier is on file on the eMILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

13.7.2.1.2 SYSTEM UPDATES

The system performs the following updates:

- The system shall insert a record in the MPA table for each Soldier on demobilization.
- The system shall update TAPDB_REC_STATUS_CD to 9: Demobilized.
- The system shall purge Soldiers who have been inactive for 120 days from *e*MILPO.

13.7.2.1.3 TRANSACTIONS TO TAPDB

The system sends the following transactions to TAPDB.

- The system shall send Transaction 5010 for each Soldier demobilized.

- The system shall send Transaction 5011 for each family member who is to be notified in case of emergency for every Soldier demobilized.

13.7.2.2 SOLDIER DEMOBILIZATION—SUMMARY

The Soldier Demobilization—Summary page lists all Soldiers successfully demobilized in the working session and their corresponding data (Rank, Name, SSN, Gaining UIC, and Demobilization Date). You have the option to view and/or print this page. Click Close to exit the page. The system returns you to the Main Menu.

13.7.3 Unit Mobilization

The Unit Mobilization module allows the authorized user to mobilize a unit of Reserve or Guard Soldiers in the event of war or national emergency. Figure 13–68, Unit Mobilization Processes, illustrates the processes in Unit Mobilization.
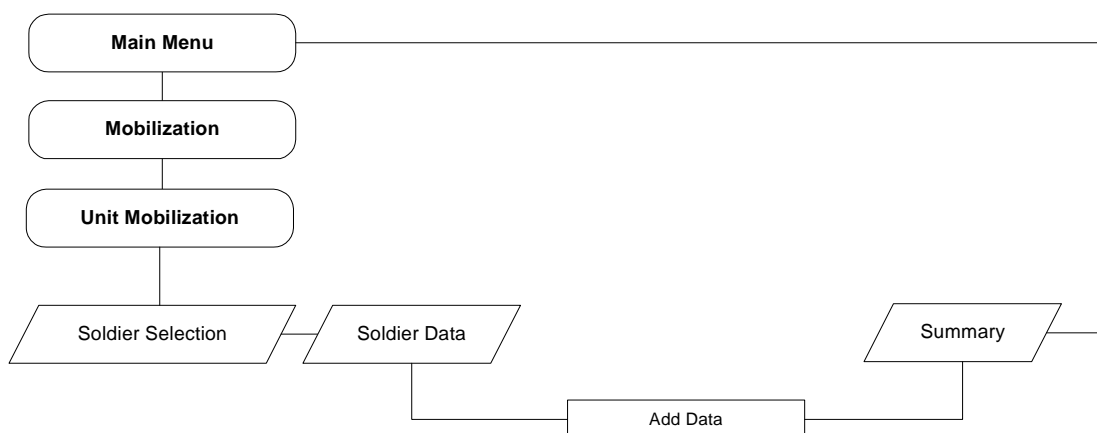
Figure 13–68: Unit Mobilization Processes

13.7.3.1   UNIT MOBILIZATION—SOLDIER SELECTION

The Unit Mobilization—Soldier Selection page allows you to build a list of Soldiers for the working session. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—Search by all nine digits of the SSN
- UIC—search by the Soldier's UIC

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Unit Mobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.7.3.2   UNIT MOBILIZATION—SOLDIER DATA

The Unit Mobilization—Soldier Data page (shown in Figure 13–69, Unit Mobilization—Soldier Data) allows the authorized user to mobilize a unit of Reserve or Guard Soldiers to active duty.

Figure 13–69: Unit Mobilization—Soldier Data

To mobilize a unit, perform the following steps:

1. Under the subheading of Basic Unit Mobilization Data, enter a Report Date (in yyyymmdd format) indicating the calendar date marking the commencement of mobilization for the unit. This is a required field.

2. Provide the Gaining UIC indicating the UIC that the Soldiers will report to during mobilization. This is a required field.

3. The system prepopulates the MPA Type to indicate the personnel classification of the mobilization and provides the valid choice for the corresponding MPA Reason.

4. Expand the MPA Reason picklist and select a valid choice, as required.

5. Click Save to save the record. The system will validate your entry and generate the Unit Mobilization—Summary page (Figure 13–70, Unit Mobilization—Summary) showing all completed actions.

6. Click Reset to clear all entry fields and start over.

7. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data.

13.7.3.2.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure the Report Date is not a future date.

- The system shall ensure the Report Date does not precede the EAD Date but can be equal to the EAD Date.

- The system shall ensure the Report Date does not precede the previous assignment date.

- The system shall ensure the Report Date does not precede the Soldier's Pay Entry Date.

- The system shall ensure the entered Gaining UIC is a valid Reserve or Guard UIC and can be the same as the Current UIC.

- The system will default the MPA Type to "NB" for all mobilizations.

- The system will allow the following values for MPA Reason: "RT," "RV," and "RX."

13.7.3.2.2   TRANSACTIONS TO TAPDB

The system sends Transaction 5010: Unit Mobilization to TAPDB.

13.7.3.3   UNIT MOBILIZATION—SUMMARY

The Unit Mobilization—Summary page lists all Soldiers successfully mobilized in the working session and their corresponding data (Gaining UIC, Report Date, Rank, Name, and SSN). You have the option to view and/or print this page.
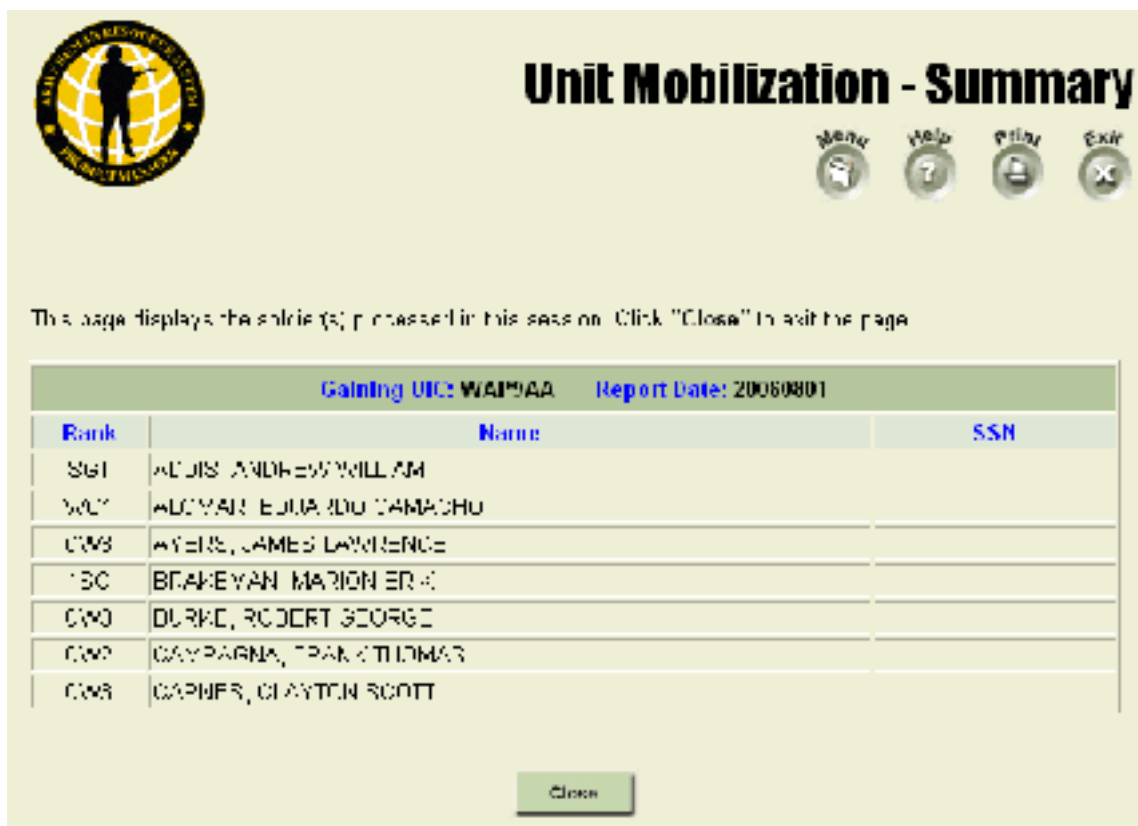
Figure 13–70: Unit Mobilization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.7.4   *Unit Demobilization*

The Unit Demobilization module allows the authorized user to release the previously mobilized Reserve component units and return them to their regular components. Figure 13–71, Unit Demobilization Processes, illustrates the processes in Unit Demobilization.
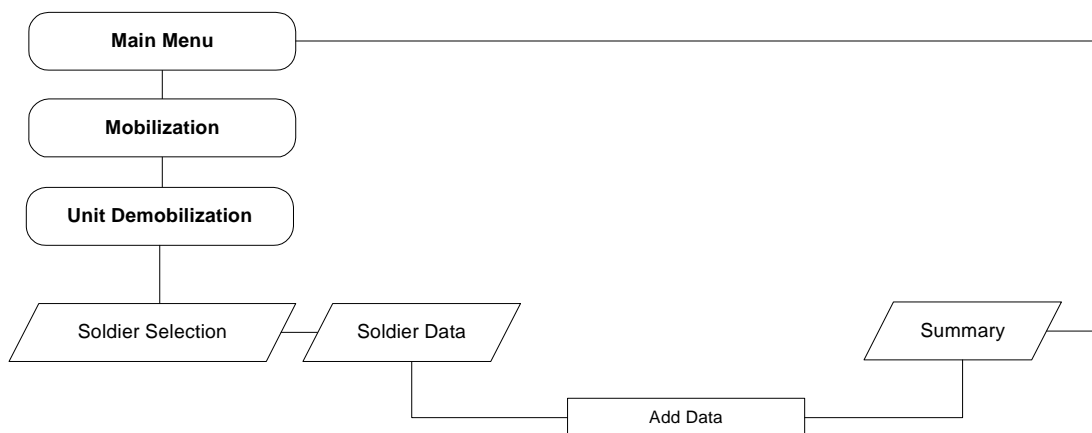
Figure 13–71: Unit Demobilization Processes

To initiate the process of adding unit demobilization data, you must first build a Soldier list. The search criteria available for this function are SSN and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Unit Demobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.7.4.1   UNIT DEMOBILIZATION—SOLDIER DATA

The Unit Demobilization—Soldier Data page (shown in Figure 13–72, Unit Demobilization—Soldier Data) allows the authorized user to release one or more units of Guard or Reserve Soldiers from active duty.

Figure 13–72: Unit Demobilization—Soldier Data

To demobilize a unit, perform the following steps:

1. Under the subheading of Basic Unit Demobilization Data, enter a Demobilization Date (in yyyymmdd format) indicating the calendar date marking the end of the activation period. This is a required field.

2. Provide the Gaining UIC indicating the UIC that the Soldiers will return to after the activation period. This is a required field.

3. The system prepopulates the Separation Program Designator and Separation Program with the valid range of choices.

4. Click Save to save the record. The system will validate your entry and generate the Unit Demobilization—Summary page (Figure 13–73, Unit Demobilization—Summary) showing all completed actions.

5. Click Reset to clear all entry fields and start over.

6. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data.

13.7.4.1.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the Demobilization Date does not precede the Mobilization Date.

- The Demobilization Date must be equal to the Major Personnel Action Date/Time and the Military Separation Date.

- The system shall ensure the Gaining UIC is a valid Guard or Reserve UIC and can be the same as the Current UIC.

- The system shall ensure that based on the Operational Status Codes of the entered Gaining UIC, Guard Soldiers are only demobilized to units with the following Operational Status codes: G, M, N, P, U, W, Z, and 1.

- The system shall ensure that based on the Operational Status Codes of the entered Gaining UIC, Reserve Soldiers are only demobilized to units with the following Operational Status codes: M, P, R, S, V, Y, and Z.

- The system shall ensure that a post-separation address for the selected Soldier is on file on the *e*MILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

13.7.4.1.2   SYSTEM UPDATE
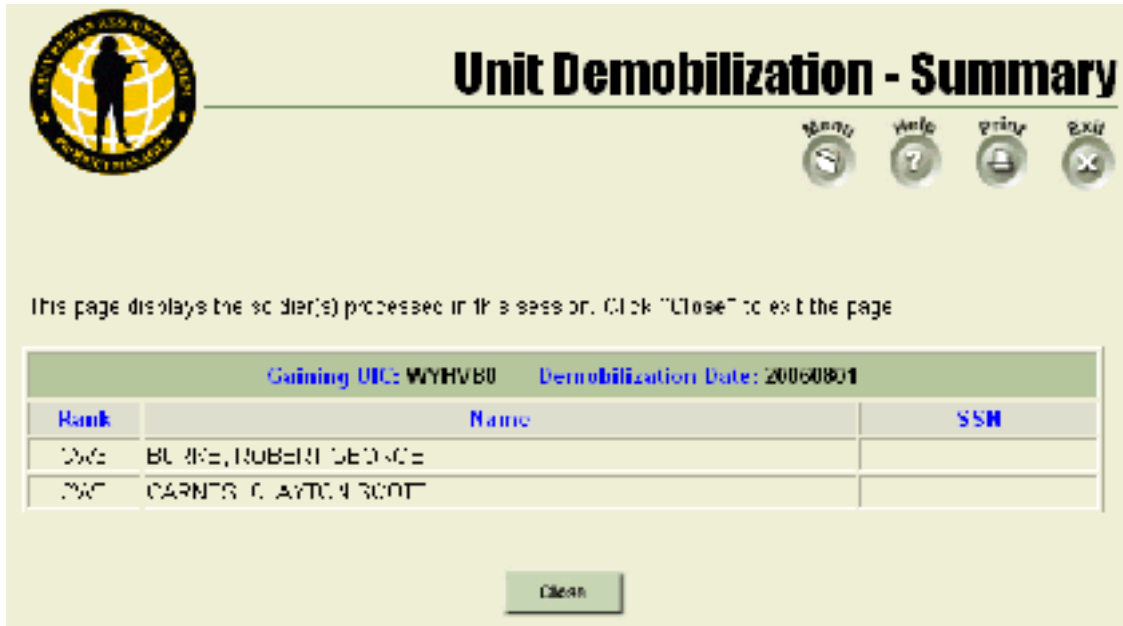
The system will purge Soldiers from *e*MILPO who have been inactive for 120 days.

13.7.4.1.3   TRANSACTION TO TAPDB

The system sends Transaction 5010: Transition to TAPDB.

13.7.4.2   UNIT DEMOBILIZATION—SUMMARY

The Unit Demobilization—Summary page lists all Soldiers successfully demobilized in the working session and their corresponding data (Gaining UIC, Report Date, Rank, Name, and SSN). You have the option to view and/or print this page.

Figure 13–73: Unit Demobilization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.7.5   Attach RC Soldiers/Operational Support (ADOS)

The Attach RC Soldiers/Operational Support (ADOS) module allows you to attach a member of the Reserve component to an active Regular Army or a Guard unit for one of the following reasons:

- Temporary Tour of Active Duty (TTAD) for 30 days or more
- Special Work (SW) or Active Duty for Special Work (ADSW)
- Active Guard or Reserve (AGR)
- Guard or Reserve Soldiers on active duty for 30 days or more for Initial Active Duty Training (IADT) or Active Duty Training (ADT). This includes Basic Training (BT) and Advanced Individual Training (AIT).
- Operational Support (ADOS)

This not a mobilization procedure. Figure 13–74, Attach RC Soldiers/Operational Support (ADOS) Processes, illustrates the processes in Attach RC Soldiers/Operational Support (ADOS).

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                        │  Reserve Component  │            │                  │
                        │     Accounting      │            │                  │
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                                   │                        │                  │
                        ┌─────────────────────┐            │                  │
                        │  Attach RC Soldiers/ │            │                  │
                        │Operational Support (ADOS)│        │                  │
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                 /  Soldier Selection / /     Listing       /                 │
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                                        │        │   Add Attachment     │─────┤
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                                        │        ┌──────────────────────┐     │
                                        └────────│ Release from Attachment│────┘
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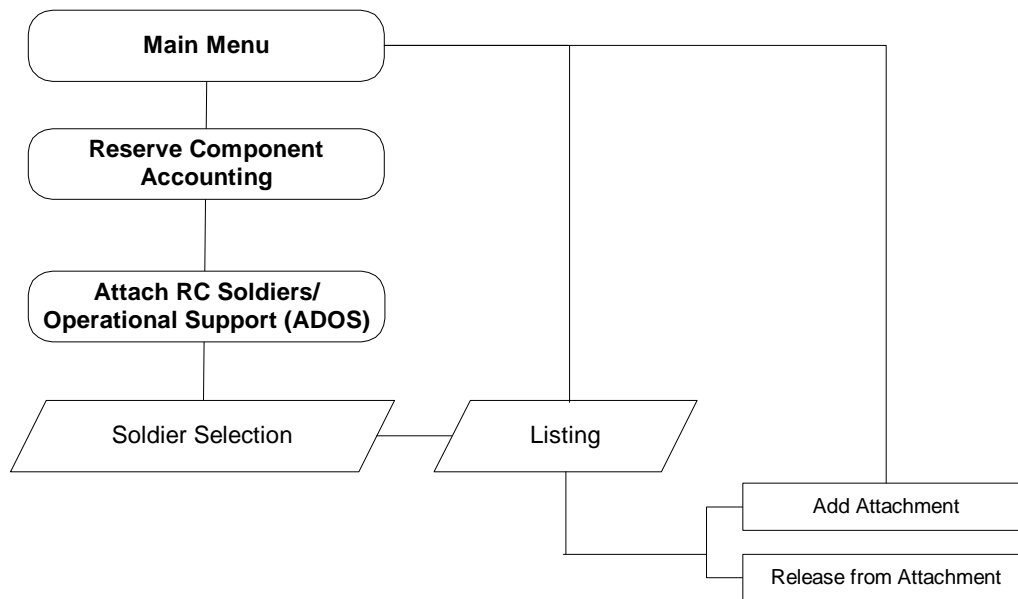
Figure 13–74: Attach RC Soldiers/Operational Support (ADOS) Processes

To initiate the process of attaching a Soldier, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Attach RC Soldiers/Operational Support (ADOS) Listing page.

13.7.5.1   ATTACH RC SOLDIERS/OPERATIONAL SUPPORT (ADOS) LISTING

The Attach RC Soldiers/Operational Support (ADOS) Listing page (shown in Figure 13–75, Attach RC Soldiers/Operational Support (ADOS) Listing) displays the selected Soldier's current and open attachments. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list.

Figure 13–75: Attach RC Soldiers/Operational Support (ADOS) Listing

The following fields are available on this page:

- The Status column will show all completed actions for the Soldier.
- The Attachment UIC, Start Date, and End Date columns provide the details of each attachment.

13.7.5.2 ADD A NEW ATTACHMENT

To add a new attachment, check the Add Attachment checkbox to open an attachment for the Soldier.

13.7.5.3 RELEASE FROM ATTACHMENT

You have the option to release the selected Soldier from an attachment by updating the End Date. You can also reattach the Soldier by clearing a populated End Date. To release a Soldier from an attachment, perform the following steps:

1. Click Submit to proceed. The system validates your selection and displays the appropriate page for the first selected action.
2. Click Next to proceed to the next Soldier without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.

3. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

13.7.5.3.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the Start Date and End Date of an attachment do not fall between the Start Dates and End Dates of any existing attachment for the same unit.

- The system shall ensure that the End Date is not a future date and that it does not precede the Start Date.

13.7.5.3.2 TRANSACTION TO TAPDB

If you released the Soldier from an attachment, the system sends the following transactions:

- Transaction 4150: Report Release from Attachment.
- Transaction 5010: Report Transfer from Active Duty to civilian life or to a Reserve Component. This transaction is generated when the Soldier's last open attachment is closed.

13.7.5.4 ATTACH RC SOLDIERS/OPERATIONAL SUPPORT (ADOS)—SOLDIER DATA

The Attach RC Soldiers/Operational Support (ADOS)—Soldier Data page (shown in Figure 13–76, Attach RC Soldier—Soldier Data) allows you to attach a member of the Reserve component to an active Regular Army unit or a Guard unit. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list.

To attach a Reserve component Soldier, perform the following steps:

1. Enter the Attachment Start Date (in yyyymmdd format) in the provided text-entry field to indicate the calendar day that the attachment begins. This is a required field.
2. Provide the Attachment UIC indicating the UIC that the Soldier will join during mobilization. This is a required field.
3. The system displays the Soldier's MPC for the attachment as well as his or her previous MPC as read-only.
4. Expand the Reason Attached picklist and select A—Admin or B—Training to indicate the reason for the attachment.
5. Expand the Attachment Type picklist and select AD - ADOS or RC - RC Attachment to indicate the type of the attachment.
6. The system defaults the MPA Type to NA - VOLUNTARY ACTIVATION (NON-STRENGTH) and NB - INVOLUNTARY ACTIVATION (NON-STRENGTH). Expand the picklist and select the valid type for the attachment. For an ADOS attachment type, the picklist only contains NA - VOLUNTARY ACTIVATION (NON-STRENGTH).
7. The system populates the MPA Reason with the valid range of values based on the selected MPA Type. Expand the picklist and select the valid reason for the attachment.

Figure 13–76: Attach RC Soldiers/Operational Support (ADOS)—Soldier Data

8. You may check the Add Attachment checkbox to open additional attachments for the Soldier.

9. Click Save to save the record. The system validates your entry and advances to the next selected action, if any exist. If the current page is the last or only action selected, the system returns you to the Attachment Listing page to show all completed actions.

10. Click Reset to clear all entry fields and start over.

11. Click Next to advance to the next selected action without saving, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action selected action, the system returns you to the Attachment Listing page to show all completed actions.

12. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data.

13.7.5.4.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure the Attachment Start Date does not precede the Soldier's Report Date or the Soldier's Pay Entry Date.

- The system shall allow up to three current Active Duty attachments for Reserve/Guard Soldiers.
- The system shall ensure the Attachment UIC is a Guard or Reserve unit.

13.7.5.4.2 TRANSACTIONS TO TAPDB

The system sends the following transactions:

- Transaction 4205: Report Soldier Attachment.
- Transaction 5010: Report transfer from Active Duty to civilian life or to a Reserve Component. This transaction is generated when the Soldier's last open attachment is closed.

13.8 DFR/DFS

DFR/DFS allows you to record and maintain the loss or temporary drop in strength accountability in the Army. DFR/DFS offers the following functional areas within *e*MILPO:

- Drop from Rolls or Strength
- Return from DFR/DFS
- Revoke DFR/DFS

Figure 13–77, DFR/DFS Processes, illustrates the processes in DFR/DFS.
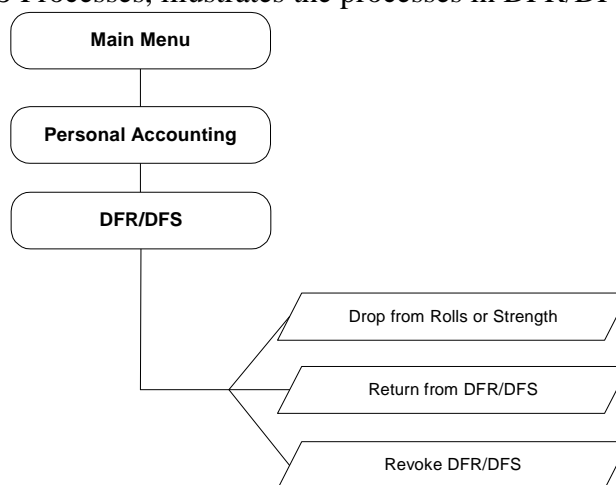
Figure 13–77: DFR/DFS Processes

13.8.1 Drop from Rolls or Strength

The Drop from Rolls or Strength module allows you to drop one or more Soldiers from the strength accountability of the Army for a variety of reasons. Drop from Rolls refers to a process that results in a specific type of Soldier nonavailability to the Army. This is typically a temporary situation. Drop from Strength refers to a process in strength accountability that results (not necessarily immediately) in a Soldier's separation from the Army. You also have the option to update the current drop from rolls or strength data for the selected Soldier. The system shall restrict the ability to execute a Drop from Rolls or Strength to an authorized user.

Note: All open attachments for the Soldier are closed when a Drop From Rolls is performed.

Figure 13–78, Drop from Rolls or Strength Processes, illustrates the processes in Drop from Rolls or Strength.
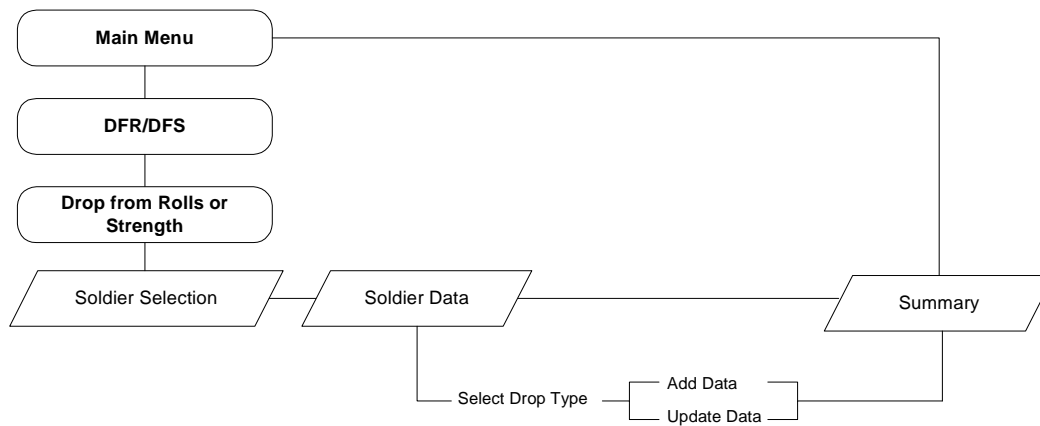
Figure 13–78: Drop from Rolls or Strength Processes

To initiate the process of adding or updating drop from rolls or strength data for a Soldier, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). You have the capability to select Add, Update, or Remove from the Action Type picklist. If the search results return more than one page, you can navigate the pages by clicking Next or Previous. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Drop from Rolls or Strength—Drop Type page.

13.8.2   *Drop from Rolls or Strength—Drop Type*

The Drop from Rolls or Strength—Drop Type page (shown in Figure 13–79, Drop from Rolls or Strength—Soldier Data) allows you to select one of seven drop types, or reasons, to drop the selected Soldier from the rolls or strength accountability of the Army. The drop types are indicated by whether they are drop from rolls (DFR) or drop from strength (DFS):

- Approved Bad Conduct or Dishonorable Discharge (DFS)
- Confirmed to be a Deserter (DFR)
- Confirmed POW or Missing (DFS)
- Leave Active Army for Service Academy (DFS)
- RC Soldier Failed to Report (During Mobilization Only) (DFR)
- Remained AWOL for 30 Consecutive Days (DFR)
- Sentenced to Confinement for 6 or More Months (DFS)

Complete the following steps to enter drop from rolls or strength data for the selected Soldier:

1. Expand the Drop Type picklist and select the appropriate drop type.
2. Click Save to proceed. The system will forward you to the Drop from Rolls or Strength—Soldier Data page for the selected drop type.
3. Click Reset to reset the Drop Type picklist to its default.

4. Click Next to proceed to the next Soldier on the list without saving.
5. Click Close to terminate the working session. The system returns you to the Main Menu.

Figure 13–79: Drop from Rolls or Strength—Soldier Data

13.8.2.1 DROP TYPE: APPROVED BAD CONDUCT OR DISHONORABLE DISCHARGE

This page (shown in Figure 13–80, Approved Bad Conduct or Dishonorable Discharge) allows you to drop the selected Soldier from strength accountability because of approved bad conduct or dishonorable discharge. The system displays the Soldier's Rank, Name, SSN, UIC and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of Approved Bad Conduct or Dishonorable Discharge for a Soldier, perform the following steps:

1. Enter the Date Convening Authority Approves Action in the provided text-entry field.
2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exist. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

4. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

Figure 13–80: Approved Bad Conduct or Dishonorable Discharge

6. If you answer No, the system returns you to the current page for further processing.

7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.2.1.1   SYSTEM VALIDATIONS

The system shall ensure that the Date Convening Authority Approves Action (Date of DFR/DFS) does not precede the Soldier's Effective Date of Duty Status and that it is not a future date. The system shall ensure that the Soldier's current duty status either CCA, CMA, PDY, SMA, or AWC.

13.8.2.1.2   SYSTEM UPDATES

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

13.8.2.1.3   TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

13.8.2.2   DROP TYPE: CONFIRMED TO BE A DESERTER

This page (shown in Figure 13–81, Confirmed to be a Deserter) allows you to drop the selected Soldier from strength accountability because the Soldier is confirmed to be a deserter. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

Figure 13–81: Confirmed to be a Deserter

To process a drop type of Confirmed to be a Deserter for a Soldier, perform the following steps:

1. Enter the Date of Desertion in the provided text-entry field.

2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

4. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

6. If you answer No, the system returns you to the current page for further processing.

7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.2.2.1   SYSTEM VALIDATIONS

The system shall ensure that the Soldier's current duty status is AWOL. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

13.8.2.2.2   SYSTEM UPDATES

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

13.8.2.2.3   TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength

13.8.2.3   DROP TYPE: CONFIRMED POW OR MISSING

This page (shown in Figure 13–82, Confirmed POW or Missing) allows you to drop the selected Soldier from strength accountability because the Soldier has been confirmed to be a POW or missing. The system displays the standard Soldier's Rank, Name, SSN, UIC and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of Confirmed POW or Missing for a Soldier, perform the following steps:

1. Enter the Effective Date of POW/Missing Status Officially Declared in the provided text-entry field, indicating the date the POW/Missing status is confirmed.

2. Click Save to save the data. The system will advance you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

4. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

6. If you answer No, the system returns you to the current page for further processing.

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7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

Figure 13–82: Confirmed POW or Missing

13.8.2.3.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure the Soldier's current duty status is either Captured or Missing in Action. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

- The system shall ensure the Effective Date of POW/Missing Status Officially Declared is not a future date and does not precede the Soldier's arrival date.

13.8.2.3.2 SYSTEM UPDATES

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon the successful completion of DFR/DFS processing.

13.8.2.3.3 TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

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13.8.2.4 DROP TYPE: LEAVE ACTIVE ARMY FOR SERVICE ACADEMY

This page (shown in Figure 13–83, Leave Active Army to Enter a Service Academy) allows you to drop the selected Soldier from strength accountability to enter a service academy. The system displays the standard Soldier's Rank, Name, SSN, UIC and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

Figure 13–83: Leave Active Army to Enter a Service Academy

To process a drop type of Leave Active Army for Service Academy for a Soldier, perform the following steps:

1. Select one of the service academies from the corresponding picklist:

   - U.S. Military Academy
   - U.S. Naval Academy
   - U.S. Coast Guard Academy
   - U.S. Air Force Academy
   - Merchant Marine Academy

2. Enter the Date of Entry to Service Academy in the provided text-entry field.

3. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

4. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

5. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

6. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

7. If you answer No, the system returns you to the current page for further processing.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.2.4.1   SYSTEM VALIDATIONS

The system shall ensure that the Soldier's current duty status is Present for Duty. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

13.8.2.4.2   SYSTEM UPDATES

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

13.8.2.4.3   TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

13.8.2.5   DROP TYPE: RC SOLDIER FAILED TO REPORT (DURING MOBILIZATION ONLY)

This page allows you to drop the selected Soldier, a member of the Reserve component, from strength accountability because of a failure to report during mobilization. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of RC Soldier Failed to Report for a Soldier, perform the following steps:

1. Enter the Effective Date of DFR in the provided text-entry field.

2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

4. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

6. If you answer No, the system returns you to the current page for further processing.

Figure 13–84: RC Soldier Failed to Report (During Mobilization Only)

7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.2.5.1   SYSTEM VALIDATIONS
The system performs the following validations:

- The system shall ensure that the Effective Date of DFR is not a future date, does not precede the Soldier's assigned arrival date, and does not precede the Soldier's BASD.
- The system shall ensure that the Soldier's duty status is not PDY.
- The system shall ensure that the Soldier's component is either Reserve or National Guard.

13.8.2.5.2   SYSTEM UPDATES
The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

13.8.2.5.3   TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

13.8.2.6   DROP TYPE: REMAINED AWOL FOR MORE THAN 30 CONSECUTIVE DAYS

This page (shown in Figure 13–85, Remained AWOL for 30 Consecutive Days) allows you to drop the selected Soldier from strength accountability because he or she has been AWOL for more than 30 days. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

Figure 13–85: Remained AWOL for 30 Consecutive Days

To process a drop type of Remained AWOL for 30 Consecutive Days for a Soldier, perform the following steps:

1. Indicate whether the AWOL status has been confirmed.

2. Verify the Date of DFR, which defaults to 31 days after the AWOL Duty Status Date. This is a read-only field.

3. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

4. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

5. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

6. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

7. If you answer No, the system returns you to the current page for further processing.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.2.6.1 SYSTEM UPDATES

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon the successful completion of DFR/DFS processing.

13.8.2.6.2 WORKFLOW NOTICES

The system shall create a Workflow Task for the appropriate S1 office manager if a Soldier has not been dropped from the rolls within 31 days from the date he or she enters AWOL status. The system shall send a notification to the appropriate company and battalion commanders if a Soldier has not been dropped within 32 days from the date he or she enters AWOL status.

13.8.2.6.3 TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

13.8.2.7 DROP TYPE: SENTENCED TO CONFINEMENT FOR 6 OR MORE MONTHS

This page (shown in Figure 13–86, Sentenced to Confinement for 6 or More Months) allows you to drop the selected Soldier from strength accountability because he or she has been sentenced to confinement by authority for 6 or more months. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of Sentence to Confinement for 6 or More Months for a Soldier, perform the following steps:

1. Enter the Date Sentencing Begins in the provided text-entry field.

2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exist. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

4. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

Figure 13–86: Sentenced to Confinement for 6 or More Months

6. If you answer No, the system returns you to the current page for further processing.

7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.2.7.1   SYSTEM VALIDATIONS

The system shall ensure that the Soldier's current duty status is either "CCA" or "AWC." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

13.8.2.7.2   SYSTEM UPDATES

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

13.8.2.7.3   TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

13.8.2.8   DROP FROM ROLLS OR STRENGTH—SOLDIER DATA—UPDATE MODE

In Update mode, the Drop from Rolls or Strength—Soldier Data page (shown Figure 13–87, Drop from Rolls or Strength—Update Mode) allows you to edit the MPA Date and MPA Reason Code designated to the selected Soldier from the current drop from rolls or strength action. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the previously selected drop type in the corresponding picklist. You have the option to select an alternative type as needed.

To update drop from rolls or strength action for a Soldier, perform the following steps:

1. The system populates the MPA Date and MPA Reason Type fields with the previous designations and allows you to edit these values.

2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

Figure 13–87: Drop from Rolls or Strength—Update Mode

3. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

4. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

5. If you answer No, the system returns you to the current page for further processing.

6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.2.8.1   SYSTEM UPDATES

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon the successful completion of DFR/DFS processing.

13.8.2.8.2   TRANSACTION TO TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

13.8.2.9   DROP FROM ROLLS OR STRENGTH—SUMMARY

This page (Figure 13–88, Drop from Rolls or Strength—Summary) displays a list of the Soldiers successfully processed in the working session and their corresponding Soldier data (Status, Rank, Name, SSN, UIC, and Drop Type). You have the option to view and/or print the page.

Figure 13–88: Drop from Rolls or Strength—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.8.3   Return from DFR/DFS

The Return from DFR/DFS allows you to return one or more Soldiers to the strength accountability of the Army from a previous DFR/DFS action. The system will also allow you to return the Soldier to active service by assigning a gaining UIC and duty assignment date. The system will also create a lost time record for the Soldier. Figure 13–89, Return from DFR/DFS Processes, illustrates the processes in Return from DFR/DFS.
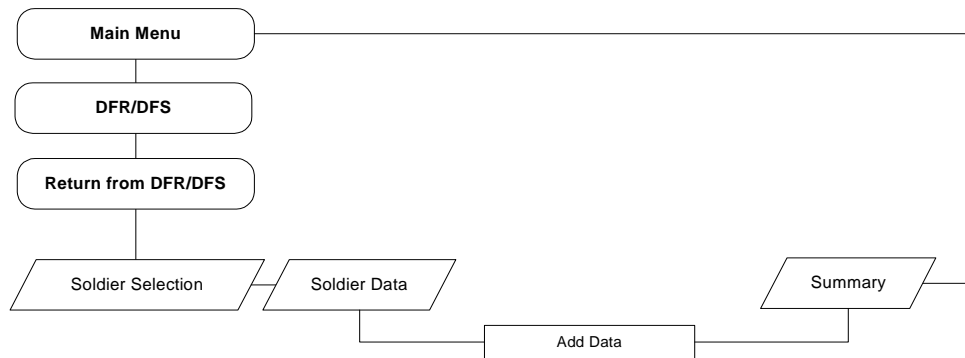
Figure 13–89: Return from DFR/DFS Processes

To initiate the process of returning a Soldier from a DFR/DFS action, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Return from Drop from Rolls or Strength—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.8.3.1   RETURN FROM DFR/DFS—SOLDIER DATA

The Return from DFR/DFS—Soldier Data page (shown in Figure 13–90, Return from DFR/DFS—Soldier Data) allows you to return the selected Soldier from the previous DFR/DFS action and back to the administrative control of the Army. The system displays the Soldier's Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected drop type as a heading for the purpose of verification.

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Figure 13–90: Return from DFR/DFS—Soldier Data

To return a Soldier from a DFR/DFS action, perform the following steps:

1. Enter the Arrival Date in the provided text-entry field. This is a required field.
2. The system will prepopulate the Gaining UIC field. You can edit this field as necessary. This is a required field.
3. Select a Lost Time Reason Code from the corresponding picklist as necessary. Table 13–8, Lost Time Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	DESERTION
B	ABSENT WITHOUT PROPER AUTHORITY (AWOL)
C	MILITARY CONFINEMENT
D	PRETRIAL CNFMNT
E	ABUSE OF DRUG OR ALCOHOL
F	DIS/INJY-LOD NO
G	CIVIL CONFINEMENT

Table 13–8: Lost Time Reason Codes and Abbreviations

4. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Return from DFR/DFS—Summary page (shown in Figure 13–91, Return from DFR/DFS—Summary) to show all completed actions.

5. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.

6. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

7. If you answer No, the system returns you to the current page for further processing.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

13.8.3.1.1   SYSTEM VALIDATION

The system shall ensure the entered Arrival Date is greater than the date the Soldier was dropped.
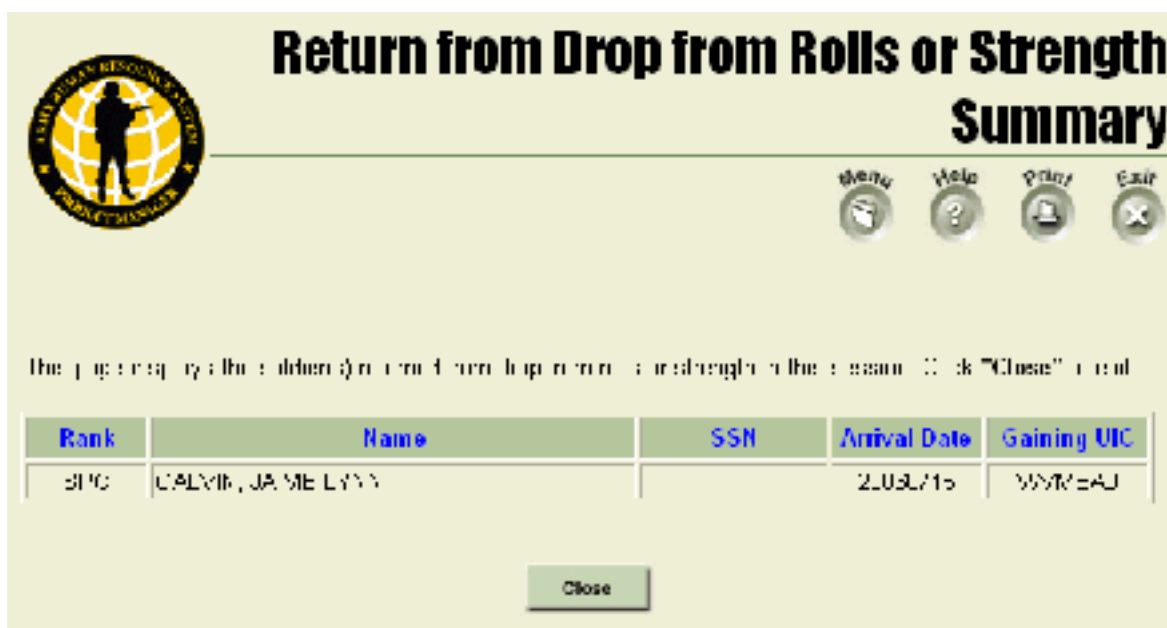
13.8.3.1.2   TRANSACTION TO TAPDB

The system sends the following transactions to TAPDB:

- The system sends Transaction 4135: Report Return from Drop from Rolls/Drop from Strength.

- The system sends Transaction 4195: Military Duty Status.

- If an arrival and departure date is added, the system sends Transaction 4175: Report Soldier/Gain Arrival and 4155: Soldier Departure.

- The system sends the 4350: Transaction for Commissioned Officer, 4355: Transaction for Warrant Officer or 4360: Transaction for Enlisted Soldier.

13.8.3.2   RETURN FROM DFR/DFS—SUMMARY PAGE

This page displays the Soldiers successfully processed in the working session and thief corresponding Soldier data (Rank, Name, SSN, Arrival Date, and Gaining UIC). You have the option to view and/or print the page.
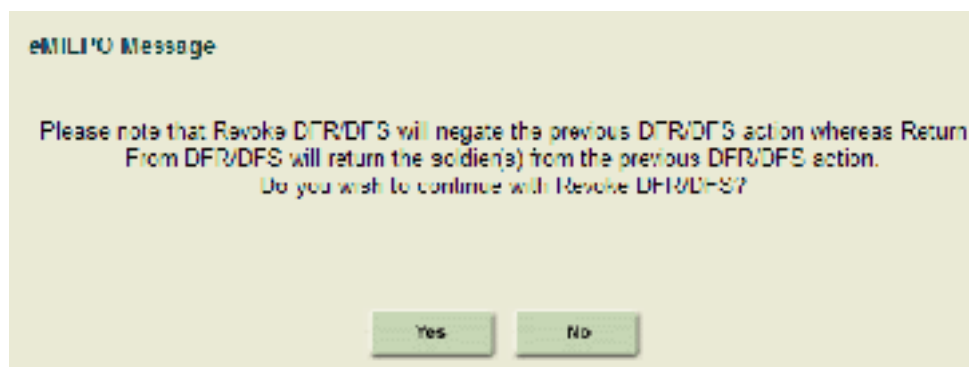
Figure 13–91: Return from DFR/DFS—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.8.4 Revoke DFR/DFS

The Revoke DFR/DFS module negates the previous drop from rolls or strength transaction for one or more Soldiers. When you select the Revoke DFR/DFS hyperlink from the *e*MILPO Main Menu, the system will display a message to ensure that you comprehend the difference between Return from DFR/DFS and Revoke DFR/DFS. You will need to confirm that you wish to proceed to Revoke DFR/DFS to continue, as shown in Figure 13–92, Revoke DFR/DFS System Message.

Figure 13–92: Revoke DFR/DFS System Message

Figure 13–93, Revoke DFR/DFS Processes, illustrates the processes in Revoke DFR/DFS.

```
         ┌────────────────────┐
         │     Main Menu      │──────────────────────────────────────┐
         └────────────────────┘                                      │
                   │                                                 │
         ┌────────────────────┐                                      │
         │      DFR/DFS       │                                      │
         └────────────────────┘                                      │
                   │                                                 │
         ┌────────────────────┐                                      │
         │   Revoke DFR/DFS   │                                      │
         └────────────────────┘                                      │
                   │                                                 │
        ╱──────────────────╲  ╱──────────────────╲       ╱──────────────────╲
       ╱  Soldier Selection  ╲╱    Soldier Data    ╲     ╱      Summary        ╲
       ╲────────────────────╱ ╲──────────────────╱       ╲──────────────────╱
                                        │                          │
                              ┌────────────────────┐               │
                              │      Add Data      │───────────────┘
                              └────────────────────┘
```
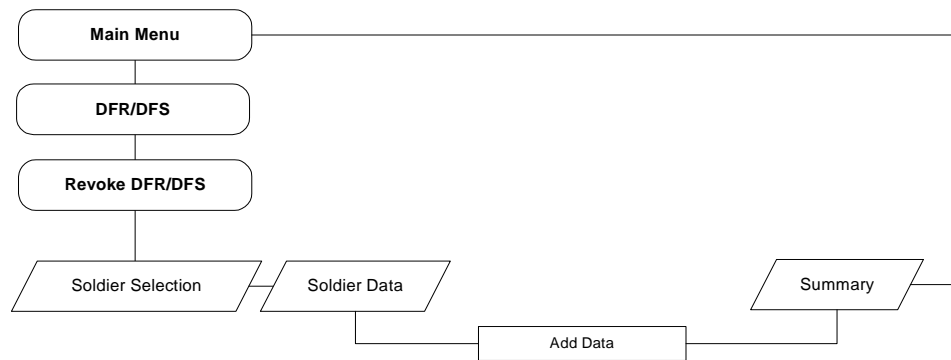
Figure 13–93: Revoke DFR/DFS Processes

To initiate the process of revoking a DFR/DFS transaction, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Revoke DFR/DFS—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.8.4.1   REVOKE DFR/DFS—SOLDIER DATA

The Revoke Drop from Rolls or Strength—Soldier Data page (shown in Figure 13–94, Revoke DFR/DFS—Soldier Data) allows you to revoke a DFR/DFS transaction for a Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's current PMOS, Duty Status, and whether the Soldier is attached to a unit as read-only.

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Figure 13–94: Revoke DFR/DFS—Soldier Data

To revoke a DFR/DFS transaction for a Soldier, perform the following steps:

1. The system displays the values from the current drop action as read-only: Drop Type, MPA Effective Date, and MPA Reason Code.

2. Click Save to save the data. The system will prompt you to confirm that you wish to remove the record.

3. If you respond Yes, the system will revoke the previous drop action from the Soldier's record. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Revoke DFR/DFS—Summary page (shown in Figure 13–95, Revoke DFR/DFS—Summary) to show all completed actions.

4. If you respond No, the system returns you to the current page for further processing.

5. Click Next to advance to the next Soldier without saving, if any exists. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

6. Click Close to terminate the working session. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu. The system generates the Revoke DFR/DFS—Summary page if you have saved any previous actions.

13.8.4.1.1 SYSTEM UPDATES
The system shall remove the most recent MPA record from the Soldier's record.

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13.8.4.1.2   TRANSACTION TO TAPDB

The system sends Transaction 4137: Revoke Drop from Rolls/Drop from Strength.

13.8.4.2   REVOKE DFR/DFS—SUMMARY PAGE

This page displays a list of the Soldiers successfully processed in the working session and their corresponding Soldier data (Rank, Name, SSN, UIC, MPA Date, and MPA Type Code). You have the option to view and/or print the page.

Figure 13–95: Revoke DFR/DFS—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.9   Transition/Loss

The category of Transition/Loss consists of the following functionality: Soldier Transition/Loss to the Army and Mass Transition. Figure 13–96, Transition/Loss Processes, illustrates the processes in Transition/Loss.
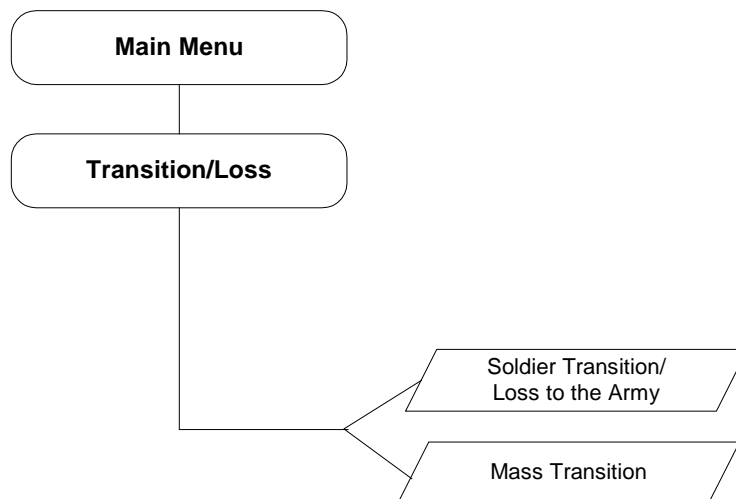
Figure 13–96: Transition/Loss Processes

13.9.1   *Soldier Transition/Loss to the Army*

The Soldier Transition/Loss to the Army module allows you to transition enlisted Soldiers to commissioned officers, warrant officers, or to the Reserve or National Guard components of the Army. Soldiers who leave the Active component of the Army without transitioning to either the Reserve or National Guard components, because of a number of different reasons, are processed as a loss to the Army's strength. You also have the option to remove existing transition/loss data. Figure 13–97, Soldier Transition/Loss to the Army Processes, illustrates the processes in Soldier Transition/Loss to the Army.
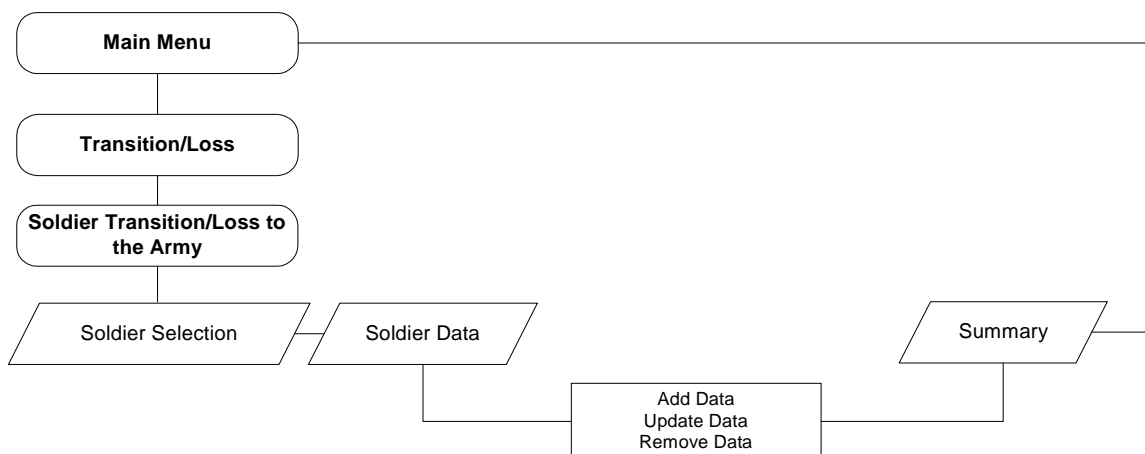
Figure 13–97: Soldier Transition/Loss to the Army Processes

To initiate the process of adding, updating, or removing transition/loss to the Army data for a Soldier, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Transition/Loss to the Army—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous. You have the capability to

select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add except in the case of Soldiers whose status is "Separated from the Army," in which case adding new records is not allowed. You may Update or Remove a Soldier's record if those options are available.

13.9.1.1   SOLDIER TRANSITION/LOSS TO THE ARMY—EVENT TYPE

The Soldier Transition/Loss to the Army—Event Type page (Figure 13–98, Soldier Transition/Loss to the Army—Event Type) allows you to select an event to process a transition or loss for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list.

Figure 13–98: Soldier Transition/Loss to the Army—Event Type

To select an event to process a transition or loss for a Soldier, perform the following steps:

1. Expand the Event Type picklist and select an appropriate choice. Please note that the system will only display the options that are valid for the Soldier's class, rank, and record status.

   - Loss to the Army
   - Transition
   - Transition to Commissioned Officer
   - Transition to Warrant Officer

2. Click Save to proceed. The system will display the Soldier Transition or Loss to the Army—Soldier Data page for the selected transition type or loss.

3. Click Reset to return the Event Type picklist to its default.

4. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current

Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.

5. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

13.9.1.2   EVENT TYPE: LOSS TO THE ARMY

This page (shown in Figure 13–99, Loss to the Army) allows you to record the Soldier as a loss to the Army's strength. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected event type as read-only for verification purposes.

To record a Soldier as a loss to the Army's strength, perform the following steps:

1. Expand the required Loss Type picklist and select an appropriate value that indicates the classification for the loss. Table 13–9, Loss Type Codes and Abbreviations, provides a list of the available values for this picklist. The system will populate the Loss Reason picklist with the valid range of values based on the selected Loss Type.

Codes	Abbreviations
LD	DISCHARGE-INVOLUNTARY
LE	DISCHARGE-VOLUNTARY
LG	RELEASED FROM MILITARY CONTROL
LJ	ERRONEOUS ACCESSION
LK	RELEASED TO SENIOR ROTC

Table 13–9: Loss Type Codes and Abbreviations

2. Expand the required Loss Reason picklist and select an appropriate value that indicates the basis for the loss. The system will populate the Military Separation Type picklist with the valid range of values based on the selected Loss Type.

3. Provide an Effective Date of Loss in the text-entry field as required. This is the calendar date when the loss becomes valid or effective.

4. Expand the required Military Separation Type picklist and select an appropriate choice. The system will populate the Military Separation Reason picklist with the valid range of values based on the selected Military Separation Reason.

5. Expand the required Military Separation Reason picklist and select the appropriate choice. The system will populate the Military Character of Service and Reenlistment Eligibility picklists with the valid range of values based on the Military Separation Reason selection.

Figure 13–99: Loss to the Army

6. Select the appropriate choices for the required Military Character of Service and Reenlistment Eligibility from the corresponding picklists.

7. Optionally, you may select an appropriate value for the Early Separation Program Type that indicates the kind of early release program for the Soldier.

8. Enter a Disability Percentage in the provided text-entry field as required.

9. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page showing all completed actions.

10. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.

11. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.

12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

13.9.1.2.1   SYSTEM VALIDATION

The system shall ensure that a post-separation address for the selected Soldier is on file on the *e*MILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

13.9.1.2.2   TRANSITION TO TAPDB

The system sends Transaction 4150: Release Attachment.

13.9.1.3   EVENT TYPE: TRANSITION

This page (shown in Figure 13–100, Transition) allows you to transition the selected Soldier from his or her current active duty status. Soldiers may be transitioned from the Active component to either the Reserves or the National Guard. Soldiers may also be placed in Retirement status. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected event type as read-only for verification purposes.

To transition a Soldier from his or her current active duty status, perform the following steps:

1. Expand the required Transition Type Code picklist and select an appropriate choice. Table 13–10, Transition Type Codes and Abbreviations, provides a list of the available values for this picklist. The system will populate the valid range of values for the Transition Reason based on the selected Transition Type.

Codes	Abbreviations
TA	TRANSFER-VOLUNTARY
TB	TRANSFER-INVOLUNTARY
TC	RETIREMENT-VOLUNTARY
TD	RETIREMENT-MANDATORY
TF	RE-RETIREMENT
TG	REVERT TO RETIRED LIST

Table 13–10: Transition Type Codes and Abbreviations

Figure 13–100: Transition

2. Expand the required Transition Reason Code picklist and select an appropriate choice. The system will populate the Military Separation Type picklist with the valid range of values based on the selected Transition Reason.

3. Provide an Effective Date of Transition in the text-entry field, indicating the calendar date when the transition becomes effective or valid. This is a required field.

4. Expand the required Military Separation Type picklist and select an appropriate choice. The system will populate the required Military Separation Reason with the valid range of values based on the selected Military Separation Type.

5. Select the appropriate value from the required Military Separation Reason picklist. The system will populate the required Military Character of Service and Reenlistment Eligibility picklists with the valid range of values based on the selected Military Separation Reason.

6. Expand the required Military Character of Service and select an appropriate value that indicates the Soldier's conduct and performance during his or her service in the active Army.

7. You have the option to expand the Early Separation Program Type picklist and select an appropriate value that indicates the basis for the Soldier's departure from the active Army.

8. Expand the required Reenlistment Eligibility picklist and select an appropriate choice that indicates the Soldier's eligibility for reenlistment.

9. Provide a Reserves Expiration Date in the text-entry field that indicates the ending date for the Soldier's contract in the Reserves, if the information is available.

10. Provide a Military Service Obligation Date that indicates the expiration date of the Soldier's obligation to the Army, if the information is available.

11. Enter a Gaining UIC for the unit that the Soldier will be arriving to, as required.

12. Enter a Disability Percentage in the provided text-entry field, as required.

13. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page, showing all completed actions.

14. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.

15. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.

16. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

13.9.1.3.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure the Service Obligation Date precedes the Reserves Expiration Date.

- The system shall allow the Gaining UIC to match the Assigned UIC if the Soldier's component is G, T, V, or Z. Otherwise, the system shall not permit the Gaining UIC to match the assigned UIC.

- If the Soldier's (enlisted or commissioned/warrant officer) component is G, T, V, Z, or blank, the system shall not require an entry in the Military Separation Type, Military Separation Reason, and Military Character of Service and Reenlistment Eligibility picklists.

- The system shall ensure that the Effective Date of Transition is not a future date and that it follows the Soldier's previous rank effective date.

- The system shall ensure that a post-separation address for the selected Soldier is on file on the *e*MILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

13.9.1.3.2   SYSTEM UPDATES

The system shall close any open attachments that exist for the Soldier.

13.9.1.3.3   TRANSITION TO TAPDB

The system sends the following transactions to TAPDB:

- The system sends Transaction 5011: Family Member Address. This transaction is used to report those family members designated for emergency notification purposes in the event of the Soldier's separation from the Army.

- The system sends Transaction 4150: Release Attachment.

13.9.1.4   EVENT TYPE: TRANSITION TO COMMISSIONED OFFICER

This page (shown in Figure 13–101, Transition to Commissioned Officer) allows you to transition the selected Soldier from enlisted personnel to commissioned officer. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected event type as read-only for verification purposes.

Figure 13–101: Transition to Commissioned Officer

To transition a Soldier from enlisted personnel to commissioned officer, perform these steps:

1. Enter an Effective Date of Transition in the provided text-entry field, as required.

2. Expand the required Military Character of Service Code from the corresponding picklist and select from HONORABLE and UNCHARACTERIZED. This is to indicate the Soldier's conduct and performance during his or her service in the Army.

3. Expand the Officer Procurement Program Number and select a valid choice that indicates the specific program under which the Soldier was assessed.

4. Enter an Officer Service Agreement Expiration Date in the provided text-entry field, as required, that indicates the expiration date of the Soldier's duty as an officer.

5. Expand the Commissioned Officer Classification Source picklist and select an appropriate choice that indicates the source that granted the commission. Table 13–11, Commissioned Officer Classification Source Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations	Codes	Abbreviations
A	USMA	J	OCS
B	USNA	K	AVN CADET
C	USAFA	L	NGUS OCS
D	USCGA	M	DIR PRF APT
E	USMMA	N	DIRECT APPT
F	ANGA	P	AVN TNG PGM
G	ROTC-SCHLSHIP	Q	OCS—DMG
H	ROTC-NONSLP	X	OTHER

Table 13–11: Commissioned Officer Classification Source Codes and Abbreviations

6. Select a valid choice from the required Commissioned Officer Basic Branch from the picklist that indicates the branch into which the Soldier is appointed. Table 13–12, Commissioned Officer Basic Branch Codes and Abbreviations, provides a list of available values.

Codes	Abbreviations
AD	AIR DEFENSE ARTILLERY
AG	ADJUTANT GENERAL
AN	ARMY NURSE CORPS
AR	ARMOR
AV	AVIATION
CA	CIVIL AFFAIRS MIL GOVT
CH	CHAPLAINS
CM	CHEMICAL CORPS
EN	CORPS OF ENGINEER
FA	FIELD ARTILLERY
FI	FINANCE CORPS
IN	INFANTRY
JA	JUDGE ADVOCATE GENERAL
MC	MEDICAL CORPS
MI	MILITARY INTELL BRANCH
MP	MILITARY POLICE CORPS
MS	MEDICAL SERVICE CORPS
OD	ORDNANCE CORPS
PR	PROFESSORS USMA
QM	QUARTERMASTER CORPS
SC	SIGNAL CORPS
SF	SPECIAL FORCES
SP	ARMY MED SPEC CORPS
TC	TRANSPORTATION CORPS
VC	VETERINARY CORPS
GO	GENERAL OFFICERS
DL	UNASSIGNED
SS	STAFF SPECIALIST

Table 13–12: Commissioned Officer Basic Branch Codes and Abbreviations

7. The system defaults the Rank picklist with the valid ranks for the Soldier. Select a valid Rank for the Soldier, as required.

8. Enter an Area of Concentration Code that indicates the military specialty of the Soldier.

9. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page showing all completed actions.

10. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.

11. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.

12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise the system returns you to the Main Menu.

13.9.1.4.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the Service Agreement Expiration Date is a future date.
- The system shall ensure that the AOC is valid for the Soldier's gender and MPC.
- The system shall ensure that the Effective Date of Transition does not precede the Soldier's rank effective date and that it is not a future date.

13.9.1.5 EVENT TYPE: TRANSITION TO WARRANT OFFICER

This page (shown in Figure 13–102, Transition to Warrant Officer) allows you to transition the selected Soldier from enlisted personnel to warrant officer. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected transition type as read-only for verification purposes.

Figure 13–102: Transition to Warrant Officer

To transition a Soldier from enlisted personnel to warrant officer, perform the following steps:

1. Enter the Effective Date of Transition in the provided text-entry field, as required.

2. Expand the Military Character of Service Code picklist and select an appropriate choice between HONORABLE and UNCHARACTERIZED. This is to indicate the Soldier's conduct and performance during his or her service in the Army.

3. Expand the Officer Procurement Program Number and select a valid choice that indicates the specific program under which the Soldier was assessed.

4. Enter an Officer Service Agreement Expiration Date in the provided text-entry field, as required, that indicates the expiration date of the Soldier's duty as an officer.

5. Expand the required Warrant Officer Classification Source picklist and select an appropriate choice. Table 13–13, Warrant Officer Classification Source Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
1	DIRECT APMT
2	DIR CMSND APMT
3	WO AVN TNG PGM
4	APPT WO-COMPL WOTTCC/WOBC
5	CMSND WO-COMP WOTTCC/WOBC
6	CONTGT APMT WO-COMP WOCS
7	CONTGT CMSND WO-COMP WOCS
8	OTHER

**Table 13–13: Warrant Officer Classification Source
Codes and Abbreviations**

6. Expand the required Management Group picklist and select a valid value that indicates the Soldier's management association. Table 13–14, Management Group Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
AB	AIRBORNE
AD	AIR DEFENSE ARTILLERY
AG	ADJUTANT GENERAL
AV	AVIATION
EN	CORPS OF ENGINEER
FA	FIELD ARTILLERY
JA	JUDGE ADVOCATE CORPS
MC	MEDICAL CORPS
MI	MILITARY INTELL BRANCH
MP	MILITARY POLICE CORPS
MS	MEDICAL SERVICE CORPS
OD	ORDNANCE CORPS
SC	SIGNAL CORPS
TC	TRANSPORTATION CORPS
VC	VETERINARY CORPS
QM	QUARTERMASTER
SF	SPECIAL FORCES

**Table 13–14: Management Group Codes and
Abbreviations**

7. The system populates the required Rank picklist with the valid range for the Soldier. Expand the picklist and select an appropriate choice.

8. Enter the required Military Occupational Specialty designation for the Soldier in the provided text-entry field that indicates the Soldier's skill specialty.

9. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current

Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page showing all completed actions.

10. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.

11. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.

12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

13.9.1.5.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the Service Agreement Expiration Date is a future date.

- The system shall ensure that the MOS is valid for the Soldier's gender, MPC, and for the selected Management Group.

- The system shall ensure that the Effective Date of Transition does not precede the Soldier's rank effective date and that it is not a future date.

13.9.1.5.2   TRANSACTIONS TO TAPDB

The system sends one or more of the following transactions to TAPDB depending on the types of event: Transaction 5010: Transition.

13.9.1.5.3   SOLDIER TRANSITION—SOLDIER DATA—REMOVE MODE

This page allows you to remove the current transition or loss event for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system will also display the current Soldier transition or loss data as read-only.

To remove the current transition or loss event for the selected Soldier, perform the following steps:

1. Click Save to remove the current record. The system prompts you to confirm that the record is being removed. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page (Figure 13–103, Soldier Transition/Loss to the Army—Summary) showing all completed actions.

2. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The

system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.

3. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

13.9.1.5.4   SYSTEM UPDATES

The system performs the following updates:

- The system shall restore the data for a Soldier selected for the revocation of a transition or loss transaction to the previous state.

- The system shall remove the data associated with a transition or loss transaction when it has been successfully removed; this includes: Military Personnel Action Date, Military Personnel Action Reason Code, Military Personnel Action Type Code, Military Character of Service, Ready Reserve Expiration Date (if populated), Military Separation Program Designation Code (if populated), Reenlistment Eligibility Code (if populated), Officer Service Agreement Expiration Date (if populated), Commissioned Officer Military Personnel Classification Source Code (if populated), and Warrant Officer Military Personnel Classification Source Code (if populated).

- The system shall set the Soldier's TAPDB_REC_STAT_CD to Active ("G") when a transition or loss transaction is successfully removed.

13.9.1.6   SOLDIER TRANSITION/LOSS TO THE ARMY—SUMMARY

The Soldier Transition/Loss to the Army—Summary page displays the Soldiers successfully processed in the working session and their corresponding data (Rank, Name, SSN, UIC, Event Type, Reason, and Effective Date).

Figure 13–103: Soldier Transition/Loss to the Army—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.9.2   *Mass Soldier Transition*

The Mass Soldier Transition module allows you to transition a group of enlisted Soldiers to commissioned officers or warrant officers. Figure 13–104, Mass Soldier Transition Processes, illustrates the processes in Mass Soldier Transition.
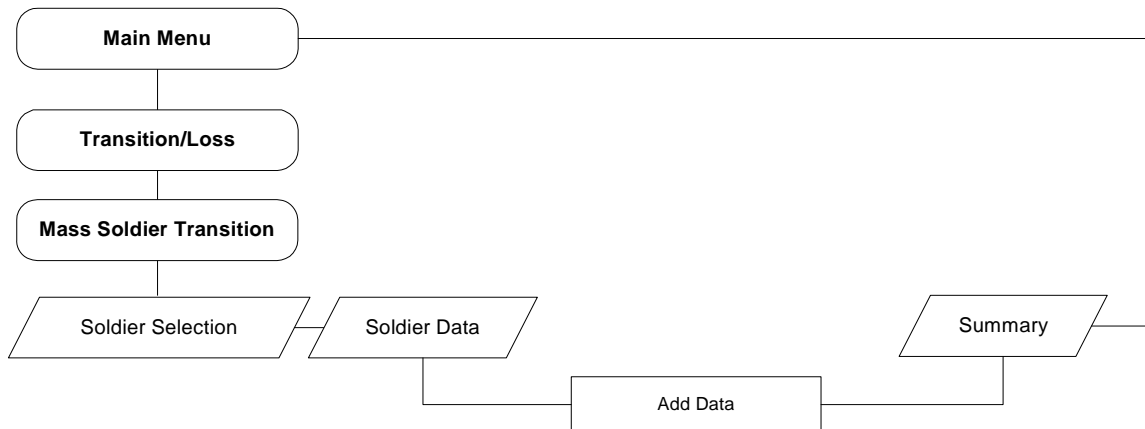
Figure 13–104: Mass Soldier Transition Processes

To initiate the process of adding mass transition data for a group of Soldiers, you must first build a Soldier list. For this function, the only search criterion available is UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Mass Soldier Transition—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.9.2.1   MASS SOLDIER TRANSITION—EVENT TYPE

The Mass Soldier Transition—Event Type page (shown in Figure 13–105, Mass Soldier Transition—Soldier Data) allows you to select a mass event type to process for the Soldier list selected from the Soldier Selection page.

Figure 13–105: Mass Soldier Transition—Soldier Data

To select an event type, perform the following steps:

1. Expand the Event Type picklist and select an appropriate choice, such as either of the following:

    *   Transition to Commissioned Officers
    *   Transition to Warrant Officers

2. Click Save to proceed. The system will display the Mass Soldier Transition—Soldier Data page for the selected event type.

3. Click Reset to set the Event Type picklist back to its default.

4. Click Close to exit the page and return to the Main Menu.

13.9.2.2   EVENT TYPE: TRANSITION TO COMMISSIONED OFFICERS

This page (shown in Figure 13–106, Transition to Commissioned Officers) allows you to transition the selected Soldiers to commissioned officers. The system displays the selected event type as read-only for verification purposes.

Figure 13–106: Transition to Commissioned Officers

To transition the selected Soldiers to commissioned officers, perform the following steps:

1. Enter the required Effective Date of Transition that indicates the calendar date the transition becomes valid or effective in the provided text-entry field.

2. Expand the required Military Character of Service Code picklist and select HONORABLE. This code represents the evaluated conduct or performance of the Soldiers during their period of enlistment.

3. Select a valid value from the Officer Procurement Program Number that indicates the program under which the Soldiers were assessed.

4. Enter an Officer Service Agreement Expiration Date that indicates the ending date of the Soldiers' obligation as commissioned officers. This is a required field.

5. Expand the Commissioned Officer Classification Source and Commissioned Officer Basic Branch picklists and select the appropriate values as required. Refer to Table 13–10, Commissioned Officer Classification Source Codes and Abbreviations, and Table 13–11, Commissioned Officer Basic Branch Codes and Abbreviations, for more details.

6. The system populates the Rank picklist with the valid rank for the selected Soldiers. Select the rank as required.

7. Enter the required Area of Concentration Code that indicates the primary skill specialty of the Soldiers.

8. Click Save to proceed. The system will validate your entry and save the data to the database. The system will then generate the Mass Soldier Transition—Summary page showing all successfully processed Soldiers.

9. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

13.9.2.2.1   SYSTEM VALIDATIONS

The system shall ensure that the Service Agreement Expiration Date is a future date.

13.9.2.2.2   TRANSACTION TO **TAPDB**

The system sends Transaction 5010: Transition to TAPDB.

13.9.2.3   TRANSITION TYPE: TRANSITION TO WARRANT OFFICERS

This page allows you to transition the selected Soldiers to warrant officers. The system displays the selected transition type as read-only for verification purposes.

To transition the selected Soldiers to warrant officers, perform the following steps:

1. Enter the required Effective Date of Transition that indicates the calendar date when the transition becomes valid or effective in the provided text-entry field.

2. Expand the required Military Character of Service Code picklist and select an appropriate value from HONORABLE and UNCHARACTERIZED. This represents the evaluated conduct or performance of the Soldiers during their enlistment.

3. Select a valid value from the Officer Procurement Program Number picklist that indicates the program under which the Soldiers were assessed.

4. Enter an Officer Service Agreement Expiration Date indicating the ending date of the Soldiers' obligation as warrant officers. This is a required field.

5. Expand the Warrant Officer Classification Source picklist and select an appropriate value that indicates the method of the program under which the Soldiers became warrant officers. Refer to Table 13–12, Warrant Officer Classification Source Codes and Abbreviations, for more details.

6. Select a valid value from the Management Group picklist that indicates the group the Soldiers will be associated with, as required. Refer to Table 13–13, Management Group Codes and Abbreviations, for more details.

7. The system stores the valid rank for the Soldiers in the Rank picklist. Select the rank as required.

Figure 13–107: Transition to Warrant Officers

8. Enter a Military Occupational Specialty that indicates the skill specialty of the Soldiers. This is a required field.

9. Click Save to proceed. The system will validate your entry and save the data to the database. The system will then generate the Mass Soldier Transition—Summary page showing all successfully processed Soldiers.

10. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.

11. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

13.9.2.3.1 SYSTEM VALIDATIONS

The system shall ensure that the Service Agreement Expiration Date is a future date.

13.9.2.3.2 TRANSACTION TO TAPDB

The system sends Transaction 5010: Transition to TAPDB.

13.9.2.4 MASS SOLDIER TRANSITION—SUMMARY

The Mass Soldier Transition—Summary page displays the Soldiers successfully processed in the working session and their corresponding data (Transition Type, Rank, Name, and SSN).

Figure 13–108: Mass Soldier Transition—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.10 PCS Departure

The category of PCS Departure in Personnel Accounting offers the following functions:

- Departure
- Revoke Departure

Figure 13–109, PCS Departure Processes, illustrates the processes in the PCS Departure functional category.
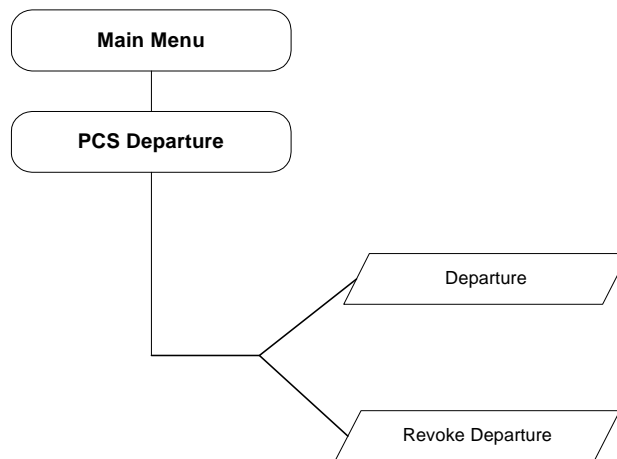
Figure 13–109: PCS Departure Processes

13.10.1   Departure

Departure allows you to create a departure for one or more Soldiers. Figure 13–110, PCS Departure Processes, illustrates the processes in Departure.
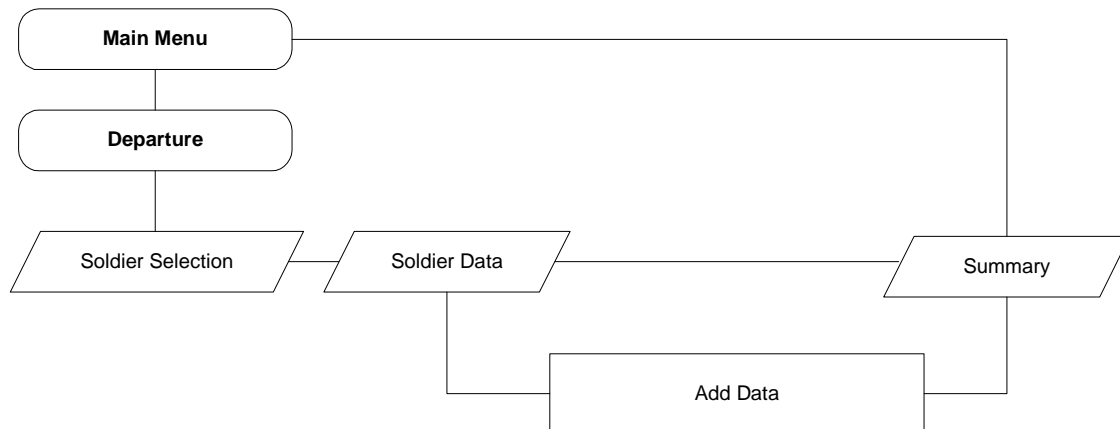
Figure 13–110: Departure Processes

To initiate the process of adding departure data for a Soldier, you must first build a Soldier list. You can search for Soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—search by all nine digits of the SSN
- Last Name—search by the Soldier's last name
- UIC—search by the UIC of the Soldier's unit

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Departure—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.10.2   PCS Departures

The PCS Departures—Soldier Data page (shown in Figure 13–111, PCS Departures—Soldier Data) allows you to process the departure of a Soldier from one installation to another. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's standing on the Soldier list and the total number of Soldiers from the list.

Figure 13–111: PCS Departures—Soldier Data

Complete the following steps to create a departure for a Soldier:

1. Enter the Gaining UIC in the provided text-entry field. This is a required field.
    Note: The Gaining UIC will be displayed as read-only if data exist in the Soldier Assignment Instruction table in the database. You have the option to revise the UIC if there are no data in the Soldier Assignment Instruction table.

2. Provide the required Departure Date in the available text-entry field. This date cannot be a future date, but may be a historical date. The system defaults to the current system date.

3. Provide the required Time in the available text-entry field. The system defaults to the current system time. The time cannot be a future time if you use the current date. Time is entered in four-digit military notation format.

4. Expand the Movement Designator picklist and select a value of choice that indicates the source of budgetary funds for the Soldier's transfer. Refer to Table 13–15, Movement Designator Codes and Abbreviations—PCS Departures, for more details.

Code	Description
AC	COMPASSIONATE
AD	FAILURE TO QUAL PERM/CONTINUED FLY STAT
AE	EXPIRATION OF AUTH PERIOD OF OVRSTRGTH
AF	JOINT DOMICILE
AG	TO ENTER US MILITARY ACADEMY (USMA)
AJ	MEDICALLY UNFIT FOR RETENTION
AM	BLUE BARK
AN	PREVIOUS MPA ERRONEOUSLY REPORTED
AQ	EXCEPTIONAL FAMILY MEMBER
AT	EXP AUTH PD RTND STAT PAST MAND RMVL DT
AU	CODE X
AZ	ABSNC W/O AUTH FR UNIT TNG 3 MO-CO/WO
BB	MAXIMUM AGE
BC	MAXIMUM AUTHORIZED YEARS OF SERVICE
BD	SUFFICIENT SERVICE FOR RETIREMENT
BE	PROFESSIONAL DEVELOPMENT
BF	EXP SEL RES OBLIG
BJ	EMBARASSMENT/DISCREDIT TO COMMAND
BN	POTENTIAL DEFECTOR
BQ	THREAT TO LIFE
BS	LOSS OF QUALIFICATION
BT	WITHDRAWAL OF FEDERAL RECOGNITION, UNIT
BU	PROMOTION
BX	RELIEF FOR CAUSE
BY	NONSELECTION BY SELECT/QUAL RETENT BOARD
BZ	RELEASE TO/FROM MEDICAL HOLDING DETACHMT
CA	MOVED BEYOND REAS COMM DSTNC (CHG OF RES
CB	FORCE MODERNIZATION
CC	RIF
CE	UNIT RELATED MOVES
CG	INTO PCS SCHOOL
CH	USAREC COMPANY COMMAND
CJ	PRIORITY ASSIGNMENT
CL	DUAL COMP-ENL RA OR APPT RA WO
CM	CONSCIENTIOUS OBJECTOR
CQ	SURVIVING FAMILY MEMBER
CR	TOUR LIMIT – BY STATUTE/CONTRACT/COUNTRY
CS	VALID SURPLUS DUE TO BASE CLOSURE
CT	VALID SURP (NOT BSE CLOS) RECLAS-UT INTCT
CU	TO/FROM CMD DSG POSN LIST/PROJECT MGR

Code	Description
CV	OUT OF PCS SCHOOL
CX	CONSECUTIVE OVERSEAS TOUR
CY	RELIGIOUS OBLIGATIONS
DB	HARDSHIP-OTHER THAN PARENTHOOD
DC	OTHER IMMEDIATELY AVAILABLE ASSIGNMENT
DD	NONAVAIL OF MEMBER OF STANDBY RESERVE
DF	PREGNANCY
DG	PARENTHOOD
DH	DEPENDENCY
DQ	CEASED TO OCC POS COMMENS W/GRD OR HIER
DR	OVERSEAS READINESS
DV	NORMAL TOUR COMPL OT SPECIAL ASGMT PROGS
DW	UNRESOLVABLE EMPLOYMENT CONFLICT
DX	COGENT PERSONAL REASONS
DY	RETURN FROM INACTIVE STATUS
ED	INACTIVATION/REORGANIZATION/RELOCATION
EF	EARLY RLSE PROG-VOL SEP INCENTIVE (VSI)
EG	UNSATISFACTORY PARTICIPATION
EH	EARLY RLSE PROG-SPEC SEP BENEFIT (SSB)
EL	NOMINATIVE POSITION
EP	BY NAME REPLACEMENT REQUEST
ER	NO SHOW
ES	DELAY FROM ENTERING ACTIVE DUTY W/UNIT
ET	LACK OF MTOE OR TDA POSITION
EV	REENL ASG NEW SPEC TNG (20+ WKS PCS SCHL)
EW	REENL ASG FOR NEW SPEC TNG (NON PCS SCHL)
EY	REENLISTMENT ASSIGNMENT
EZ	TEMP MEDICAL DISQUAL-REMEDIAL W/I 1 YEAR
FA	MAXIMUM PROMOTION DECLINATION PERIOD
FE	VOLUNTARY REQUEST
FK	PHYSICAL DISABILITY – TEMP
FM	REVOCATION OF ASSIGNMENT ORDER
FU	TO ATTEND US NAVAL ACADEMY (USNA)
FV	FAILURE TO MAINTAIN ARMY WGT CNTRL STDS
FW	TO ATTEND US COAST GUARD ACADEMY (USCGA)
FY	TO ATTEND US AIR FORCE ACADEMY (USAFA)
GA	UNSAT ENTRY LEVEL STAT PERF OR CONDUCT
GB	PROMOTION NONSELECTION
GD	INCORRECT DEROS/CANCEL FST EXTENSION
GF	HQDA OR LOCAL BAR TO REENLIST
GL	ORDERED TO AD FOR AN AGR TOUR
GN	ENL/APT REG/RES COMP OTHER THAN US ARMY
GW	INTERSTATE TRANSFER
GY	ON POST REASSIGNMENT
HB	PERMISSIVE RSGMT-OTHER THAN JT DOMICILE
HC	ENROLLED IN ROTC BASIC COURSE
HJ	UNSATISFACTORY PERFORMANCE
HL	IN LIEU OF DISCHARGE-SUBSTNRD PERFORMANCE

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Code	Description
HP	DESERTER
HQ	MILITARY PRISONER WITH BCD/DD
HR	MISSING OR CAPTURED
HS	SENT TO 6 MO OR MORE CONF BY CIVIL AUTH
HT	TO TRANSFER POINT PENDING LOSS/TRF RSGMT
HV	COMPL 20+ YRS QUAL SVC FOR RETMT AGE 60
HY	MED DISQUAL FOR AD RSLT SVC CONNCT DISBL
HZ	ATTND AGE 37/COMPL MIN 8 YRS SAT FED SVC
IG	SPECIAL ASSIGNMENT (IG/EEO DUTY)
JA	MED DISQ NOT RESULT OF OWN MISCONDUCT
JB	COMPLETED 10+ YRS ACT FED CMSND SVC
JH	FAILURE TO FULFILL MIL ED REQRMTS
JQ	RECRUITER DUTY
JR	ACTIVE ARMY RSGMT TO FULL TIME MAN POSN
JS	RECRUITER DUTY
JT	INSTRUCTOR DUTY
JU	DRILL SERGEANT DUTY
JV	COHORT
JY	POR DISQUALIFICATION
KL	SPECIAL DUTY/JOINT ASSIGNMENT
KP	BLACK BOOK
KQ	ENROLLED IN MERCHANT MARINE ACADEMY
KR	BACKFILL FOR MANDATORY/VOL RETIREMENT
KS	MOST ELIGIBLE /QUALIFIED
KW	FIRST PERM ASGMT AFTER ACCESSION/RECALL
KZ	UNABLE TO PLACE ON A SUBSEQUENT TOUR
LB	FORCE RED (CFE/RET/ CFE/QUICKSLVR/NUC FRZ)
LC	BASE REALIGNMENT AND CLOSURE (BRAC)
RD	EARLY RETMT – COMPL LT 20 YRS QUAL SVC
RE	KEY EMPLOYEE
RG	GRADE REDUCTION
SG	NON-PARTICIPATION
SJ	CONUS READINESS
SK	TDA REVISION (REALIGNMENT)
SL	IRR AUGMENTATION PROGRAM
SN	JOINT RESERVE UNIT (JRU) ASSIGNMENT
SP	DRILL SGT DUTY TOUR COMPLETION
SQ	RECRUITER DUTY TOUR COMPLETION
SR	INSTRUCTOR DUTY TOUR COMPLETION
TH	TEMPORARY CHANGE OF STATION (TCS)

**Table 13–15: Movement Designator Codes and
Abbreviations—PCS Departures**

5. Expand the Reassignment Type picklist and select a value of choice that indicates the type of movement involved in the Soldier's reassignment. Table 13–16, Reassignment Type Codes and Abbreviations—PCS Departures, provides a list of available values for this picklist.

Code	Description
RA	RSGMT W/I USAR BETWEEN TPU
RB	RSGMT W/I USAR BTWN NON-UNIT CATEGORIES
RC	RSGMT W/I USAR BTWN TPU AND NON-UNIT CAT
RD	RSGMT W/I ACTIVE ARMY UNITS
RE	RSGMT W/I ARMY NATIONAL GUARD
RF	DROP FROM STRENGTH (DFS)
RG	RETURN FROM DROP FROM STRENGTH
RH	REVOCATION OF DROP FROM STRENGTH
RJ	REVOCATION OF RTN FROM DROP FRM STRENGTH

**Table 13–16: Reassignment Type Codes and
Abbreviations—PCS Departures**

6. Expand the Reassignment Reason picklist and select a value of choice that indicates the basis
    for the reassignment and movement. Table 13–17, Reassignment Reason Codes and
    Abbreviations, provides a list of the available values for this picklist.

Code	Description
1A	ACC ENLISTED GAIN/OFFICER GAIN
1C	ACC-OFF GAIN ASGMT CONUS PERM SCH
1D	ACC-OFF GAIN ASGMT OCONUS-NO O/S TRVL
1E	ACC-GAIN ASG REC STA/BCT/AIT/TDY/PCS SCH
1F	ACC-USMA CADET GAIN
1K	ACC-OFF GAIN ASG IN ANOTHER OCONUS AREA
1L	ACC-ENL SUBMOVE/OFF GAIN ASG OCONUS AREA
1V	ACC-REENL ASG IN ANOTHER OCONUS AREA
2A	TNG-ASG CONUS PCS SCH STUDENT FR CONUS
2B	TNG-ASG CONUS PCS
2C	TNG-ASG ANOTHER CONUS PCS SCH FR CONUS
2E	TNG-ASG PCS ACH NO O/S TVL
3A	OPN-ASG CONUS PERM STA
3B	LOW COST-ASG CONUS PERM STA
3E	OPN-ASG NEW PERM STA IN SAME OCONUS AREA
3F	LOW COST-ASG NEW PERM STA SAME O/S AREA
4A	ROT-ASG TO PERM O/S STA FR CONUS PERM ST
4B	ROT-ASG TO CONUS PCS SCHOOL
4C	ROT-ASG TO CONUS PERM STATION
4D	ROT-ASG TO PERM O/S STA FR O/S PERM STA
4F	ROT-ASG TO CONUS PERM STA FR O/S PCS SCH
4G	ROT-ASG TO O/S PCS SCH OR HOSP FR CONUS
7A	SEP-ASG TO O/S TRNS PT-CONUS HOR
7B	SEP-ASG TO CONUS TRNS PT-CONUS HOR
7C	SEP-ASG TO TRNS PT-OCONUS HOR
7E	SEP-ASG OVERSEAS TRAVEL REQUIRED
7F	SEP-ASG OVERSEAS NO TRAVEL REQUIRED
7G	SEP-USMA CADET

Code	Description
8A	UNIT-ASG TO CONUS PERM STA-NOT GRP TRVL
8B	UNIT-ASG O/S AREA-NOT GROUP TRAVEL
8C	UNIT-ASG W/I SAME O/S AREA-NO GRP TRVL
8D	UNIT-NEW O/S AREA-NOT GROUP TRAVEL
8F	UNIT-ASG O/S AREA-GROUP TRAVEL
8G	UNIT-SAME O/S AREA-NO TRVL REQ-GRP TRVL
8H	UNIT-NEW O/S CONUS AREA-GRP TRVL
CB	CONTINUATION-FURTHER ASG W/I OVERSEA AREA
DA	DIVERSION-CONUS PERMANENT STATION
DB	DIVERSION-PERMANENT OVERSEAS, FROM CONUS
DE	DVRT-PERM OVERSEAS FROM CONUS AFTER OS
DF	DVRT-CONUS PERM FRM CONUS AFTER OVERSEAS
DJ	DVRT-CONUS PERMANENT AFTER CONUS
DK	DVRT-PERM OS FROM CONUS ASSIGNMENT
DL	DVRT-CONUS PERM FROM OVERSEAS
DM	DVRT-PERM OVERSEAS FROM OVERSEAS
NX	NO COST-ASG TO PCS SCH AS STUDENT
NY	NO COST-ASG TO SAME LOC-NOW PCS STUDENT
NZ	NO COST-ASG TO SAME LOCATION
PM	TEMP CHG OF STA-CONTINGENCY OR MOBILIZATION

**Table 13–17: Reassignment Reason Codes and
Abbreviations—PCS Departures**

7. Enter the number of days the Soldier will be temporarily assigned in the Number of TDY Days text-entry field.

8. Enter the number of days the Soldier will be on leave in the Number of Leave Days text-entry field.

9. Click Calculate. The system will calculate the Report Date based on the entered Number of TDY Days and Number of Leave Days and will populate the field accordingly.

10. Click Save to save the entered data. The system will validate your entry and update the Soldier's record. The system then advances to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier on the Soldier list, the system will display the PCS Departures—Summary page.

11. Alternatively, you can perform the following:

   * Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

   * Click Next to proceed to the next Soldier without saving, if one exists. The system will detect data entry on the page and will prompt you to save or discard the data. If the

current Soldier is the last or only Soldier from the list, the system returns you to the Main Menu .

- Click Close to terminate the working session and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous entries, the system generates the PCS Departures—Summary page to show all completed actions.

13.10.2.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure the Soldier's Duty Status is PDY.

- The Gaining UIC must not be the same as the Home UIC.

- The Departure Date cannot be a future date. The date should not be earlier than the arrival date to the current unit.

- The system shall ensure that the Movement Designator Code is valid.

- The system shall ensure the combination Reassignment Type and Reassignment Reason is valid.

- The system shall ensure that the effective date of departure plus Leave and/or TDY is equal to the Report Date. The date must not be earlier than the gaining UIC activation date. This date can be historical.

13.10.2.2   SYSTEM UPDATES

The system updates the following information in the Soldiers' records:

- If the Soldier record did not already include a row in the Soldr_Dprt_T table, a row will be inserted.

- If the Soldier record already included a row in the Soldr_Dprt_T table, the DPRT_TRANS_TAPDB_YN field will be set to "V."

13.10.3   PCS Departures—Summary

This page (Figure 13–112, PCS Departures—Summary) displays a list of the Soldiers successfully reassigned and their corresponding data (Status, Rank, Name, SSN, Gaining UIC, and DLOS). You have the option to view and/or print the page.
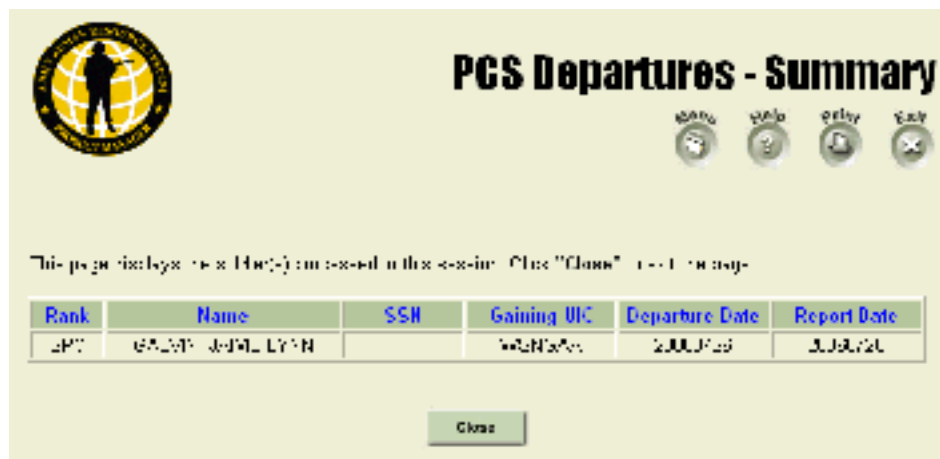
Figure 13–112: PCS Departures—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.10.4   Revoke Departure

The Revoke PCS Departures function allows you to report the revocation of a departure when a Soldier's departure was revoked or erroneously submitted. The Revoke PCS Departures— Soldier Data page (shown in Figure 13–113, Revoke PCS Departures—Soldier Data) displays the current values in the database for the selected Soldier as read-only. You can click Save to remove the record from the database. The system will prompt you to confirm the record is being removed from the database. If you answer Yes, the system will remove the record and advance to the next Soldier. If you answer No, the system returns you to the current page for further processing. Alternatively, you can click Next or Close to advance to the next Soldier without saving or to terminate the working session, respectively. After you have completed revocations for the selected Soldiers, the system displays the Revoke PCS Departures—Summary page, which lists all completed actions.

Figure 13–113: Revoke PCS Departures—Soldier Data

13.10.4.1 SYSTEM UPDATES

The system updates the DPRT_TRANS_TAPDB_YN field in the Soldr_Dprt_T table to "N" and updates the Soldier's current duty status to "TDY."

13.10.4.2 TRANSACTIONS TO TAPDB

If the Soldier's DPRT_TRANS_TAPDB_YN value was "Y" (prior to the revocation), the system sends the following transactions to TADPB for a remove action.

- Transaction 4170: Revoke Departure
- Transaction 4195: Military Duty Status

13.10.5 Revoke PCS Departure—Summary

This page (Figure 13–114, Revoke PCS Departure—Summary) displays a list of the Soldiers for whom a departure was successfully revoked and their corresponding data (Status, Rank, Name, SSN, Gaining UIC, and DLOS). You have the option to view and/or print the page.

Figure 13–114: Revoke PCS Departures—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.11   RA Strength

The RA Strength component allows you to enlist a previously mobilized Soldier in to the regular Army, to recall a retiree to active duty, and to transition a Soldier to extended active duty. The RA Strength component allows you to perform the following functions:

- Recall Retiree

- Sanctuary/UCMJ

- Enlistment Into RA

Figure 13–115, RA Strength Processes, illustrates the processes for the RA Strength component.
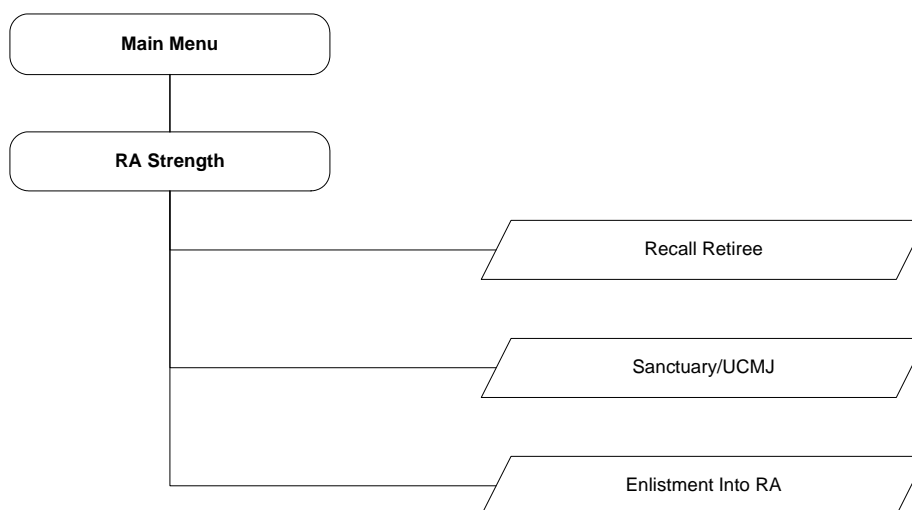
Figure 13–115: RA Strength Processes

13.11.1 Recall Retiree

The Recall Retiree module allows you to transition Reserve Component and National Guard Soldiers to active duty. The Soldiers, both enlisted as well as officers, who are transitioned to active duty will be counted in the strength accountability of the Active Army, while a mobilized Soldier is not. Figure 13–116, Recall Retiree Processes, illustrates the processes in Recall Retiree.
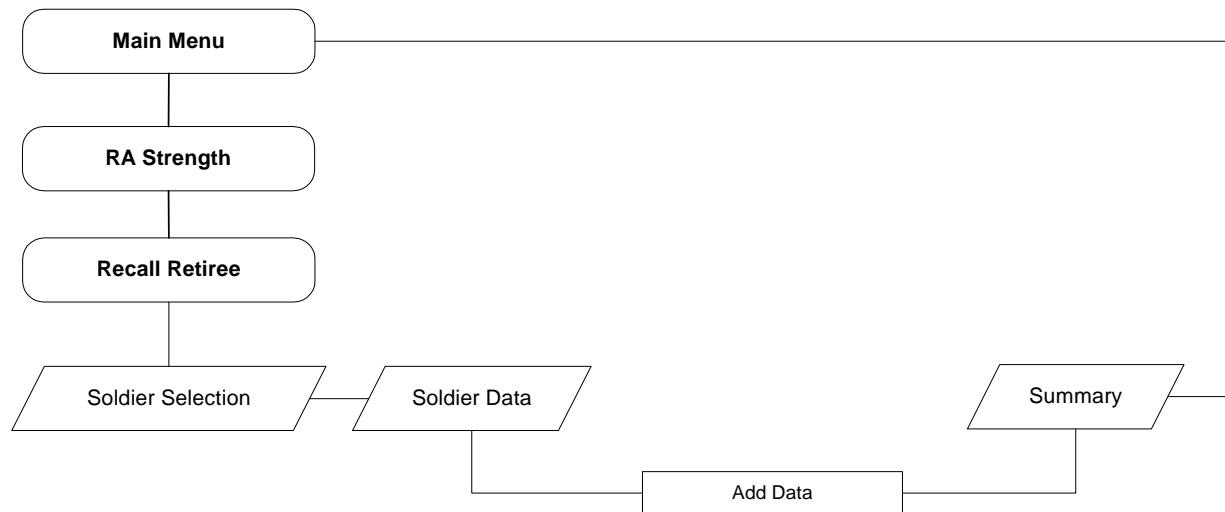
Figure 13–116: Recall Retiree Processes

The Recall Retiree function is only used for reporting on retired Soldiers recalled to active duty, or for a few cases where Army National Guard or Reserve soldiers join the regular Army but who are not processed through MEPS. When you select Recall Retiree from the Main Menu, *e*MILPO displays the screen shown Figure 13–117, Recall Retiree Message, which advises you on how this function is used.
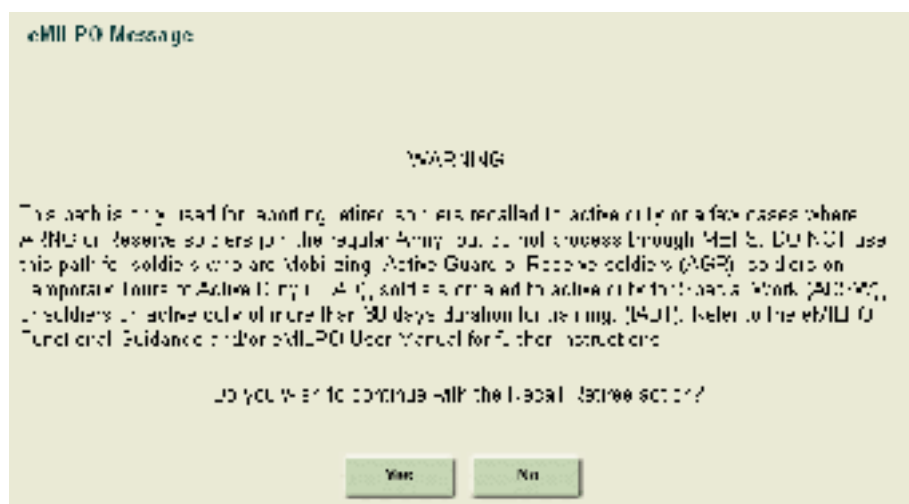
Figure 13–117: Recall Retiree Message
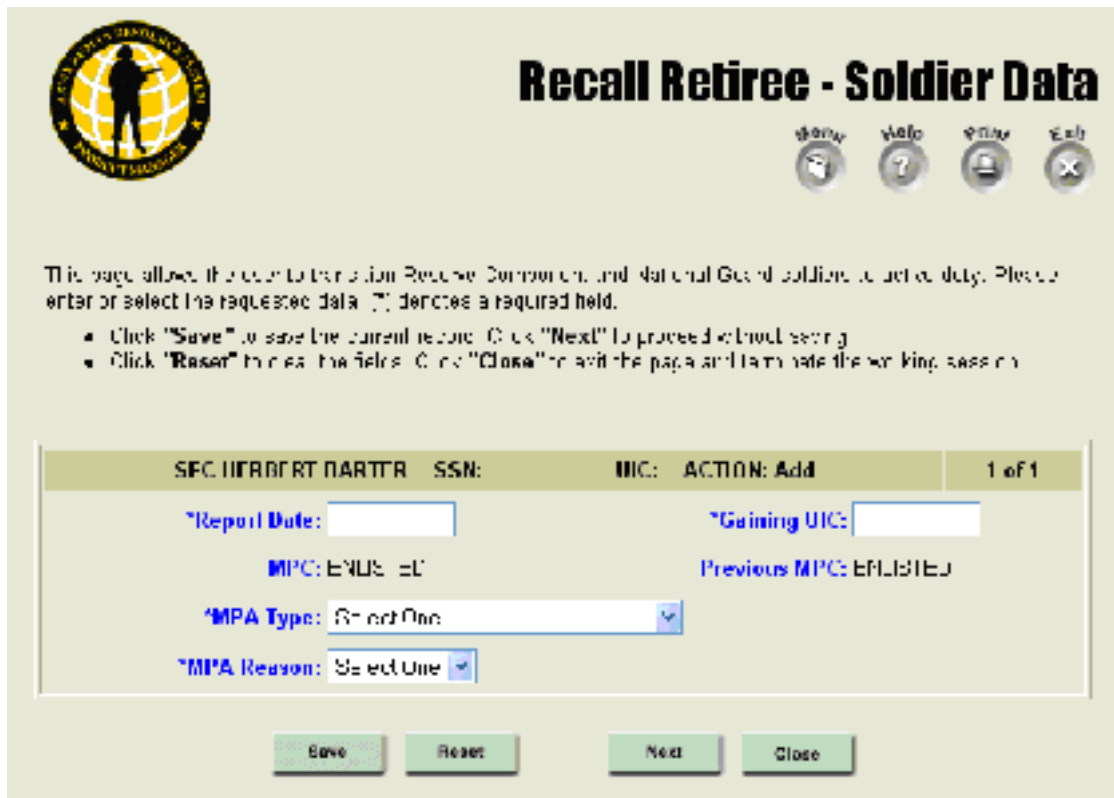
To initiate the process of recalling a retired Soldier to active duty, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldier for whom you wish to make changes, the system will display the Recall Retiree page.

13.11.1.1   RECALL RETIREE

The Recall Retiree page (shown in Figure 13–118, Recall Retiree Page) allows you to recall one or more retired Soldiers to active duty. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

To recall a retired Soldier to active duty, perform the following steps:

1. Enter a Report Date (in yyyymmdd format) indicating the date the Soldier needs to report to the unit. This is a required field.
2. Provide the Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.
3. The system displays the Soldier's Military Personnel Classification (MPC) for the attachment as well as his or her previous MPC as read-only.
4. Select an appropriate value from the MPA Type picklist. This is a required field.
5. Select a reason from the MPA Reason picklist. This is a required field.

Figure 13–118: Recall Retiree Page

6. Click Save to save the record. The system will validate your entry and advance to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Recall Retiree Summary page (Figure 13–119, Recall Retiree Summary) showing all completed actions.

7. Click Reset to clear all entry fields.

8. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Recall Retiree Summary page, showing all completed actions.

9. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Recall Retiree Summary page showing all completed actions.

13.11.1.1.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure the Gaining UIC is a valid Guard or Reserve UIC.

- The system will process transitions for both officers and enlisted personnel (for the current release of *e*MILPO).

- The system ensures the transition date is not a future date.

13.11.1.1.2 SYSTEM UPDATE

The system performs the following updates:

- The system shall populate arrival data for every Reserve Component or National Guard Soldier transitioned to active duty.

- They system updates overseas assignment information for Soldiers whose Gaining UIC is OCONUS.

- The system updates duty assignment data for each mobilized Soldier, setting the position number to 9992 (Incoming Soldier).

- The system updates the duty status for each mobilized Soldier, setting the duty status to PDY (Present for Duty).

- The system updates the following Soldier information: Person Strength Status Code, Home UIC, and PPA Code.

13.11.1.1.3 TRANSACTION TO TAPDB

The system generates the following transactions to TAPDB

- 4056: Report Transfer to First Unit of Assignment for every transitioned Soldier.

- 4195: Military Duty Status for every transitioned Soldier.

13.11.1.2   RECALL RETIREE—SUMMARY

The Recall Retiree—Summary page lists all Soldiers successfully transitioned in the working session and their corresponding data (Rank, Name, SSN, UIC, and Report Date). You have the option to view and/or print this page.
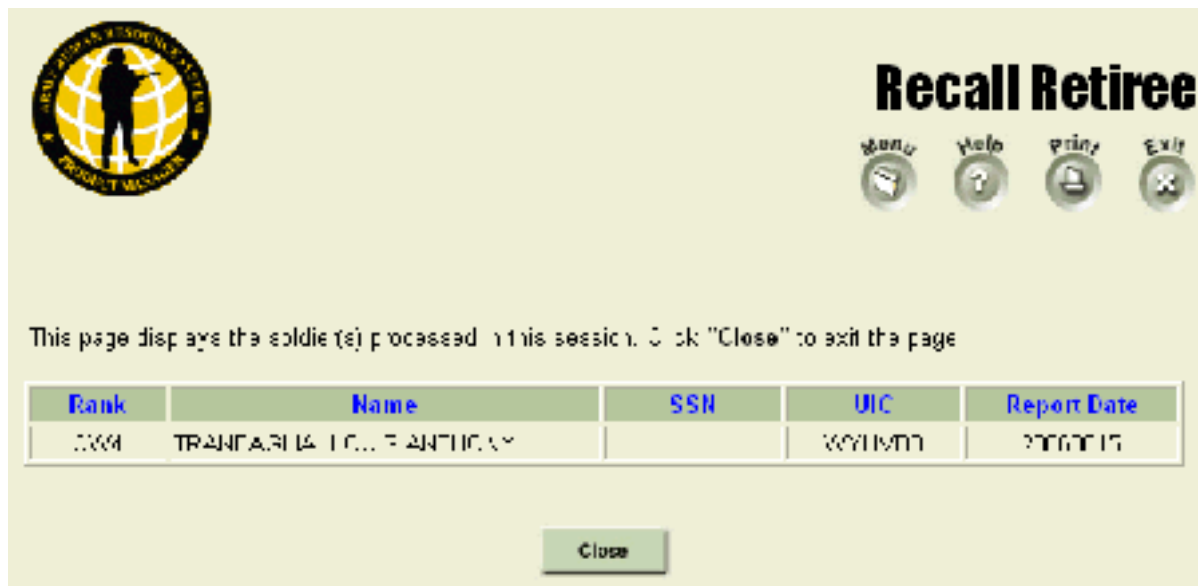
Figure 13–119: Recall Retiree—Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.11.2   Sanctuary/UCMJ

The Sanctuary/UCMJ function allows you to transition a Soldier to extended active duty.

Figure 13–120, Sanctuary/UCMJ Processes, illustrates the processes in Sanctuary/UCMJ.
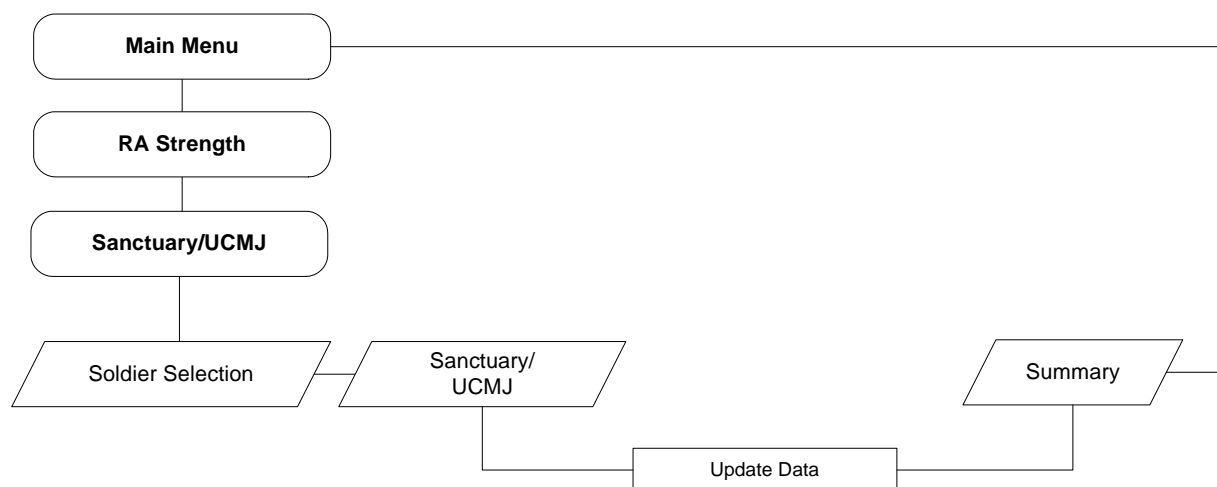
Figure 13–120: Sanctuary/UCMJ Processes

To initiate the process of transitioning a Sanctuary/UCMJ Soldier to active duty, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Sanctuary/UCMJ Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.11.2.1   SANCTUARY/UCMJ SOLDIER DATA PAGE

The Sanctuary/UCMJ Soldier Data page (shown in Figure 13–121, Sanctuary/UCMJ Soldier Data Page) allows you to transition one or more service members from the Reserve component to extended active duty. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 13–121: Sanctuary/UCMJ Soldier Data Page

To transition a Soldier to extended active duty, perform the following steps:

1. Enter a Date Entered Active Duty (in yyyymmdd format) indicating the date the Soldier reported for active duty. This is a required field.

2. Provide the Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.

3. Select an appropriate value from the MPA Previous Organization Identification picklist. This is a required field.

4. Select an appropriate assignment type from the Assignment Type picklist. This is a required field.

5. Select a type from the MPA picklist. This is a required field.

6. Select an appropriate reason from the Previous MPA Reason picklist. This is a required field.

7. Click Save to save the record. The system will validate your entry and advance to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Sanctuary/UCMJ Summary page (Figure 13–122, Sanctuary/UCMJ Summary) showing all completed actions.

8. Click Reset to clear all entry fields.

9. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Sanctuary/UCMJ Summary page, showing all completed actions.

10. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Sanctuary/UCMJ Summary page showing all completed actions.

13.11.2.1.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure the Date Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.

- The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment and the Soldier's record status is not "9" (inactive-non-strength separated).

- The system shall ensure that the Gaining UIC is a CONUS UIC.

13.11.2.1.2 SYSTEM UPDATE

The system performs the following updates:

- The system shall populate arrival data for every Sanctuary/UCMJ Soldier transitioned to active duty.

- The system updates duty assignment data for each mobilized Soldier, setting the position number to 9992 (Incoming Soldier).

- The system updates the duty status for each Soldier, setting the duty status to PDY (Present for Duty).

- The system updates the following Soldier information: Person Strength Status Code, Home UIC, and PPA Code.

13.11.2.1.3 TRANSACTION TO TAPDB

The system shall generate the following transactions to TAPDB

- Transaction 4150: Report Release from Attachment for every Soldier with an open attachment.
- Transaction 4057: Sanctuary/Extended Active Duty for every associated Soldier.

13.11.2.2 SANCTUARY/UCMJ SUMMARY

The Sanctuary/UCMJ Summary page lists all Soldiers successfully transitioned in the working session and their corresponding data (Rank, Name, SSN, UIC, and Report Date). You have the option to view and/or print this page.
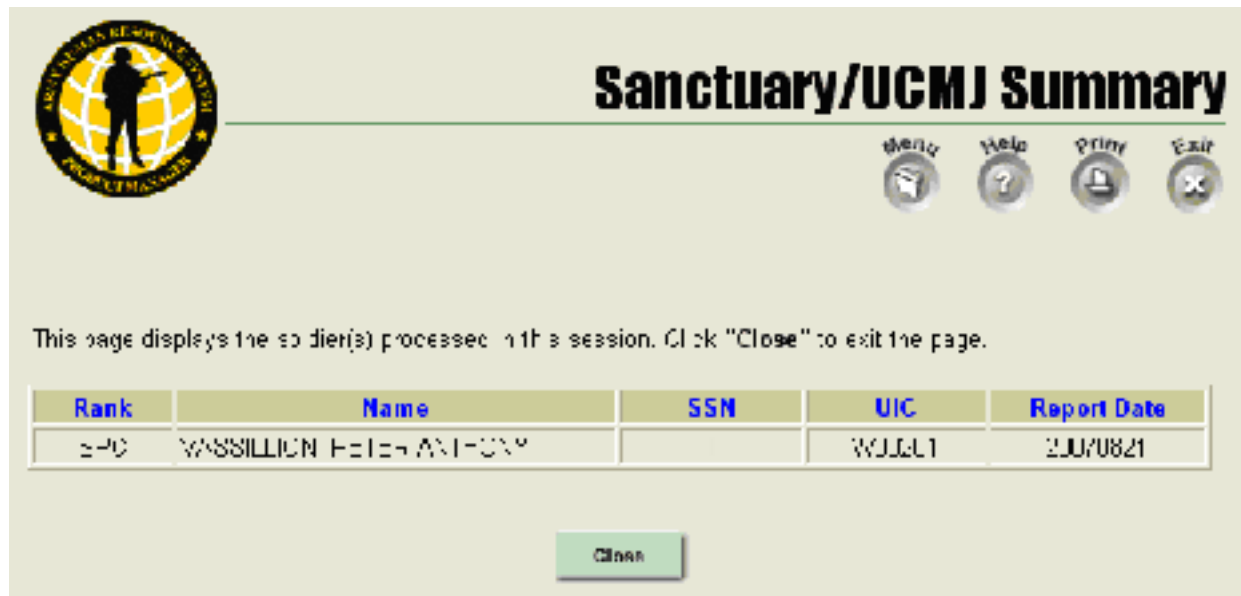
Figure 13–122: Sanctuary/UCMJ Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.11.3 Enlistment into RA

The Enlistment into RA function allows you to transition a mobilized Reserve or Guard Soldier who has enlisted in the regular Army.

Figure 13–123, Enlistment Into RA Processes, illustrates the processes in Enlistment Into RA.
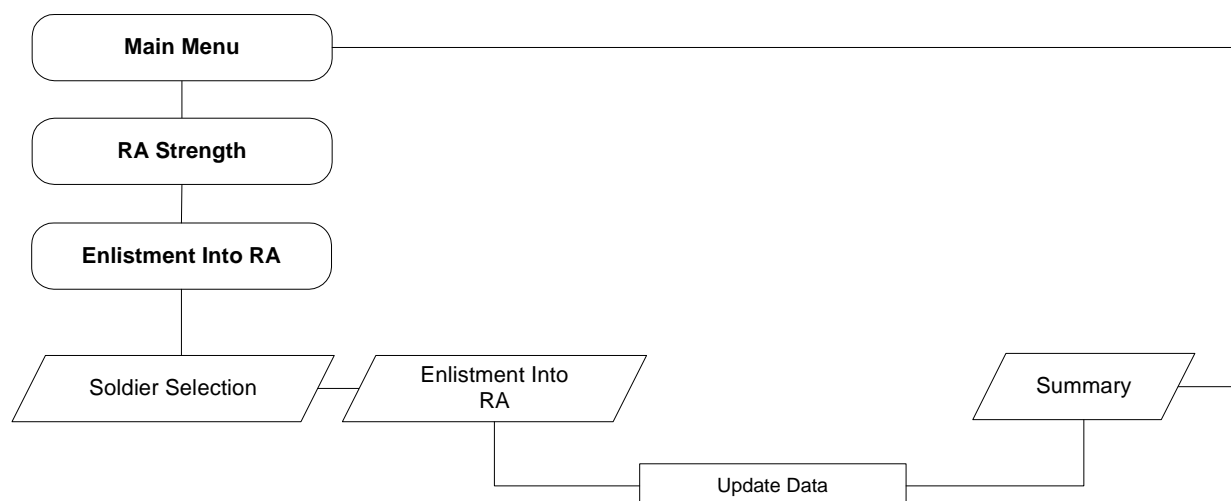
Figure 13–123: Enlistment Into RA Processes

To initiate the Enlistment into RA process, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Enlistment into RA page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.11.3.1   ENLISTMENT INTO RA PAGE

The Enlistment into RA page (shown in Figure 13–124, Enlistment into RA) allows you to enlist a mobilized Reserve and Guard Soldier into the regular Army. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 13–124: Enlistment Into RA

To perform an Enlistment into RA action, perform the following steps:

1. Enter a Date Entered Active Duty (in yyyymmdd format) indicating the date the Soldier reported for active duty. This is a required field.

2. Provide the Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.

3. Select an appropriate value from the MPA Previous Organization Identification picklist. This is a required field.

4. Select the assignment type from the Assignment Type picklist. This is a required field.

5. Select an appropriate type from the MPA Type picklist. This is a required field.

6. Select a reason from the MPA Reason picklist. This is a required field.

7. Click Save to save the record. The system will validate your entry and advance to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Enlistment Into RA Summary page (Figure 13–125, Enlistment Into RA Summary) showing all completed actions.

8. Click Reset to clear all entry fields.

9. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Enlistment Into RA Summary page, showing all completed actions.

10. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Enlistment Into RA Summary page showing all completed actions.

13.11.3.1.1 SYSTEM VALIDATIONS

The system performs the following validations:

*   The system shall ensure the Date Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.
*   The system shall ensure the Date Entered Active Duty is not in the future.
*   The system shall ensure the Date Entered Active Duty is not before the Soldiers PEBD.
*   The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment.
*   The system shall ensure that the Gaining UIC is a CONUS UIC.
*   The system shall ensure that the unit operation status code for the Gaining UIC is A, 1, G or V.
*   The system shall ensure that the Gaining UIC is within the logged in user hierarchy.
*   The Gaining UIC cannot be equal to the current assignment UIC unless the Soldier's record status is 9 (INACTIVE-NON-STRENGTH SEPARATED).

13.11.3.1.2 SYSTEM UPDATE

The system performs the following updates:

*   The system shall populate arrival data for every Soldier who enlisted in the regular Army.
*   The system updates duty assignment data for each mobilized Soldier, setting the position number to 9992 (Incoming Soldier).
*   The system updates the duty status for each Soldier, setting the duty status to PDY (Present for Duty).
*   The system updates the following Soldier information: Person Strength Status Code, Home UIC, PPA Code and service component ('R').
*   The system updates the Soldier's record status to 'G'.
*   The system shall insert a major personnel action with a type of TA and reason of ST.

13.11.3.1.3 TRANSACTION TO TAPDB

The system shall generate the following transactions to TAPDB

*   Transaction 4150: Report Release from Attachment for every Soldier with an open attachment.
*   Transaction 4057: Sanctuary/Extended Active Duty for every associated Soldier.

- Transaction 4195: Military Duty Status to report Soldier as PDY at his or her current assignment.

13.11.3.2 ENLISTMENT INTO RA SUMMARY

The Enlistment Into RA Summary page lists all Soldiers successfully transitioned in the working session and their corresponding data (Rank, Name, SSN, UIC, and Report Date). You have the option to view and/or print this page.

Figure 13–125: Enlistment Into RA Summary

Click Close to exit the page. The system returns you to the Main Menu.

13.12 Casualty Affairs

The Casualty Affairs function allows you to process a loss event for a Soldier. **Note**: This function is limited to authorized Casualty and Mortuary Affairs Operations Center (CMAOC) personnel.

Figure 13–126, Casualty Affairs Processes, illustrates the processes in Casualty Affairs.
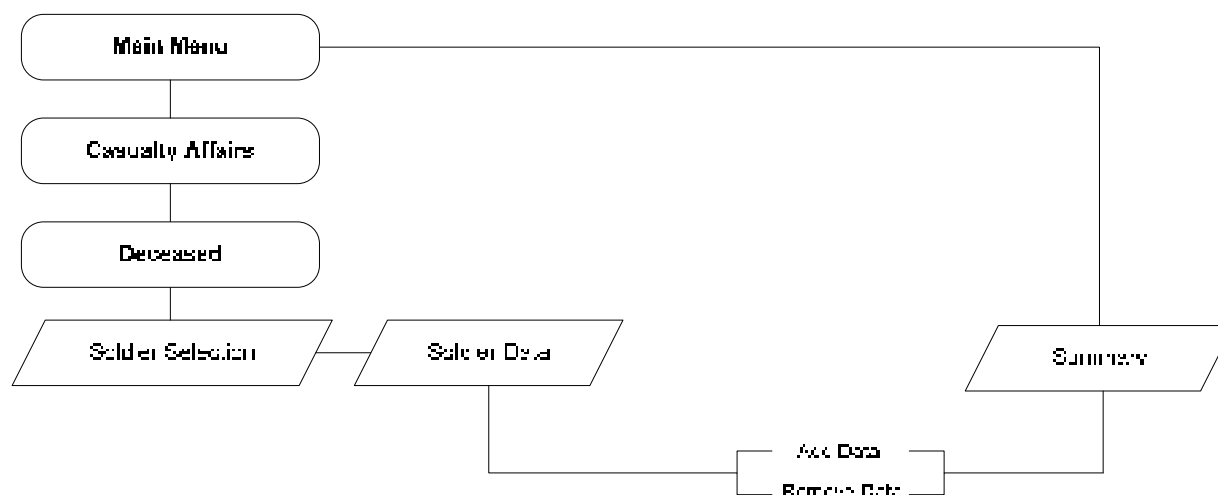
Figure 13–126: Casualty Affairs Processes

To initiate the processing of a loss event a Soldier, you must first build a Soldier list. The search criteria available for this function are SSN, Last Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Casualty Affairs–Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

13.12.1   Casualty Affairs–Soldier Data Page (Add Mode)

The Casualty Affairs–Soldier Data page (shown in Figure 13–127, Casualty Affairs–Soldier Data Page [Add Mode]) allows you to process a loss event for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 13–127: Casualty Affairs–Soldier Data Page (Add Mode)

To process a loss event for a Soldier, perform the following steps:

1. The Loss Type field is read-only and defaults to LH – Death.

2. Select an appropriate reason from the Loss Reason picklist. The available options are JL – Death-Nonbattle/Nonhostile (Not Disease), JJ – Death-Battle or Hostile Action, or JK – Death-Nonbattle/Nonhostile (From Disease). This is a required field.

3. Provide an Effective Date of Loss in the text-entry field as required. This is the calendar date for when the loss becomes valid or effective. The date should be entered in YYYYMMDD format. This is a required field.

4. Select an appropriate value from the Military Separation Type picklist.

5. Select an appropriate reason from the Military Separation Reason picklist.

6. Select an appropriate value from the Military Character of Service picklist.

7. Select a type from the Early Separation Program Type picklist.

8. Select the Soldier's reenlistment eligibility from the Reenlistment Eligibility picklist. If the Soldier is a Warrant Officer or Commissioned Officer, this field is disabled and appears grayed out.

9. Enter a percentage in the Disability Percentage field.

10. Click Save to save the record. The system validates your entry and advances to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Casualty Affairs Summary page (Figure 13–129, Casualty Affairs Summary) showing all completed actions.

11. Click Reset to clear all entry fields.

12. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Casualty Affairs Summary page, showing all completed actions.

13. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Casualty Affairs Summary page showing all completed actions.

13.12.1.1 SYSTEM VALIDATIONS

The system performs the following validations:

- Allow the user to perform an Add for only those Soldiers who do not have a previous 5102 transaction system. Allow the user to perform a Remove for those Soldiers with a previous 5102 transaction for whom the action was determined to be erroneous.

- Allow the deceased transaction for all record statuses except X.

13.12.1.2 SYSTEM UPDATE

The system performs the following updates: The system updates the Soldier's status to deceased.

13.12.1.3 TRANSACTION TO TAPDB

The system shall generate the following transactions to TAPDB: Transaction 5102: Deceased.

13.12.2 Casualty Affairs—Soldier Data—(Remove Mode)

This page allows you to remove a deceased loss event erroneously entered for a Soldier. After building a Soldier list and selecting a Soldier for whom to perform this action, select Remove from the Action picklist on the Casualty Affairs Soldier Selection page. The system displays the Casualty Affairs—Soldier Data page (Remove Mode), shown in Figure 13–128. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system also displays the heading of Individual Awards for the purpose of verification.

Figure 13–128: Casualty Affairs—Soldier Data Page (Remove Mode)

To remove individual awards data for a Soldier, perform the following steps:

1. The system displays the current loss data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next Soldier selected, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected Soldier, if one exists.
4. Click Close to terminate the working session. The system returns you to the Main Menu.
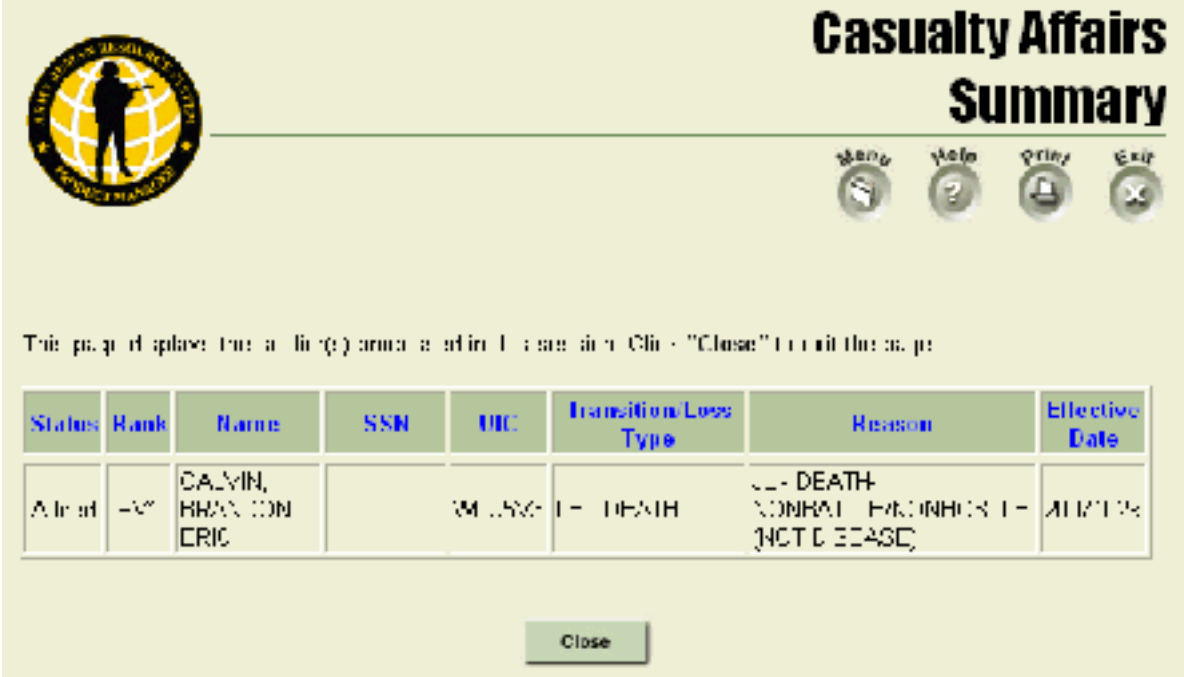
The system sends a transaction to TAPDB as outlined in Section 13.11.4.2.1, Transaction to TAPDB.

13.12.2.1   TRANSACTION TO **TAPDB**

The system shall generate the following transaction to TAPDB: Transaction 4138: Revocation of Deceased.

13.12.3   *Casualty Affairs Summary*

The Casualty Affairs Summary page lists all Soldiers for whom you have successfully entered deceased information in the working session and their corresponding data (Status, Rank, Name, SSN, UIC, Transition/Loss Type, Reason, and Effective Date). You have the option to view and/or print this page.

Figure 13–129: Casualty Affairs Summary

Click Close to exit the page. The system returns you to the Main Menu.

14.   REASSIGNMENTS

The functional category of Reassignments offers the following functional areas within *e*MILPO.

- Schedule Briefing
- Briefing Attendance
- HQDA Reassignments

Figure 14–1, Reassignments Processes, illustrates the process in Reassignments.
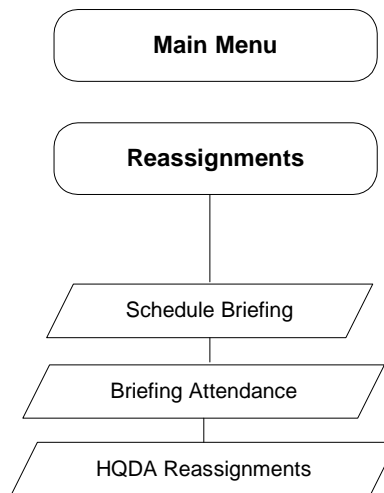
Figure 14–1: Reassignments Processes

14.1   Schedule Briefing

Schedule Briefing allows you to schedule a departure briefing for one or more Soldiers who are due to depart from the losing units. Figure 14–2, Schedule Briefing Processes, illustrates the processes in Schedule Briefing.
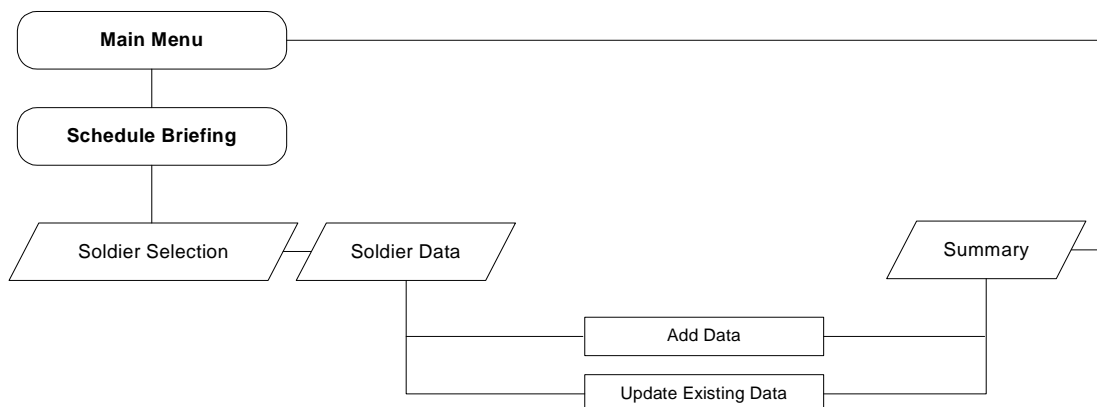
Figure 14–2: Schedule Briefing Processes

To initiate the process of adding or updating briefing data for a Soldier, you must first build a Soldier list. You can search for Soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—search by all nine digits of the SSN
- Last Name—search by the Soldier's last name
- UIC—search by the UIC of the Soldier's unit
- Gaining UIC—search by the Gaining UIC
- Rpt Date—search by the date the Soldier reports to the Gaining Unit
- EDAS Cycle—search by the EDAS cycle
- PSC—search by the Personnel Service Center
- MPC—search by the Military Personnel Classification

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Schedule Briefing—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

14.1.1   Schedule Briefing—Soldier Data

The Schedule Briefing—Soldier Data page (shown in Figure 14–3, Schedule Briefing—Soldier Data) allows you to record the Briefing Date and Briefing Time for the departure briefing.

Figure 14–3: Schedule Briefing—Soldier Data

To record briefing data for a Soldier, perform the following steps:

1. Under the subheading of Attendee List, the system displays the Rank, Name, SSN, and UIC of all Soldiers selected from the Schedule Briefing—Soldier Selection page as read-only.

2. You have the option to provide a Briefing Date (in yyyymmdd format) that indicates the calendar date for the briefings the Soldiers are scheduled to attend prior to departing from the losing unit.

3. You also have the option to provide a Briefing Time (in military hhmm format) that indicates the time for the briefings the Soldiers are scheduled to attend prior to departing from the losing unit.

4. Click Submit to send the data to the database. The system will validate your data entry and display the Briefings—Summary page listing all scheduled briefings.

5. Alternatively, you may click Close to exit the page and terminate the working session. The system returns you to the Main Menu.

14.1.1.1   SYSTEM VALIDATION

The system shall ensure that the entered Briefing Date and Briefing Time are of the valid formats and that they do not precede the current system date and time.

14.1.2   Briefing—Summary

This page (shown in Figure 14–4) displays the list of Soldiers successfully processed and their corresponding data (Status, Rank, Name, SSN, Briefing Date, and Briefing Time). The Status column will indicate Briefing Scheduled whether or not the Soldier has been scheduled for the briefing. You have the option to view and/or print the page. Click Close to exit the page and return to the Main Menu.

Figure 14–4: Briefing—Summary (Schedule)

14.2   Briefing Attendance

The *e*MILPO application provides management support for the reassignment process by allowing you to record reassignment briefing attendance for one or more Soldiers. The Schedule Attendance module tracks whether the Soldiers who were scheduled for reassignment briefings had attended the briefings.   You may log the Soldiers who failed to attend the briefings and you have the option to reschedule them. Figure 14–5, Briefing Attendance Processes, illustrates the processes in Briefing.
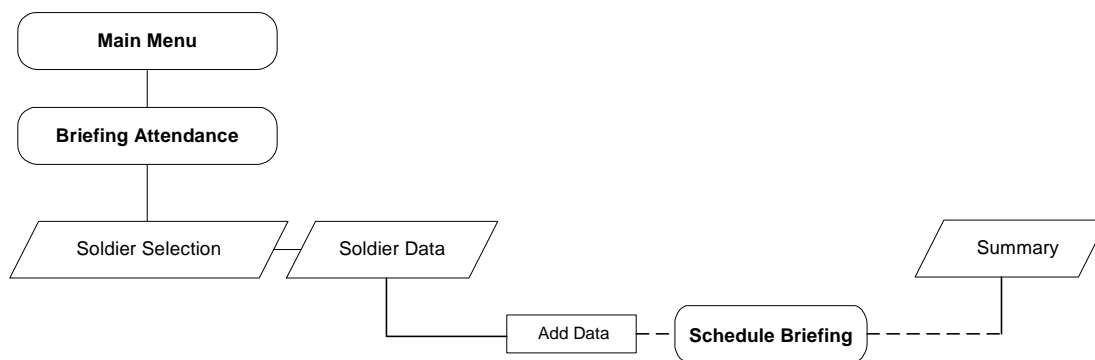
Figure 14–5: Briefing Attendance Processes

To initiate the process of adding or updating briefing attendance data for a Soldier, you must first build a Soldier list. You can search for Soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—search by all nine digits of the SSN
- Last Name—search by the Soldier's last name
- Current UIC—search by the UIC of the Soldier's unit
- Rpt Date—search by the date the Soldier reports to the Gaining Unit
- Briefing Date—search by the date that the Soldier was scheduled for the briefing
- EDAS Cycle—search by the EDAS cycle
- PSC—search by the Personnel Service Center

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Briefing Attendance—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

14.2.1   Briefing Attendance—Soldier Data

The Briefing Attendance—Soldier Data page (shown in Figure 14–6: Briefing Attendance—Soldier Data) allows you to log the Soldiers who failed to attend the rescheduled briefing and to reschedule them to another date.

Figure 14–6: Briefing Attendance—Soldier Data

To log briefing data for a Soldier, perform the following steps:

1. Under the subheading of Attendee List, the system displays the Rank, Name, and SSN of the Soldiers selected from the Soldier Selection page.

2. The system also displays the Soldiers' scheduled Briefing Date and Briefing Time. You may check the Failed to Attend checkbox for the Soldiers who failed to attend the briefing.

3. You have the option to check the Schedule Briefing checkbox to reschedule the Soldiers who missed the briefing.

4. Click Submit to proceed. The system will save the data and display the Briefings—Summary page to show all successfully processed soldiers. If you have selected to reschedule any Soldiers, the system will display the Schedule Briefing—Soldier Data page.

5. Click Close to exit the page without saving. The system returns you to the Main Menu.

14.2.2   Briefing—Summary

This page (shown in Figure 14–7) displays a list of the Soldiers successfully processed and their corresponding data (Status, Rank, Name, SSN, Briefing Date, and Briefing Time). The Status column will indicate Failed to Attend or Briefing Scheduled. You have the option to view and/or print the page. Click Close to exit the page and return to the Main Menu.
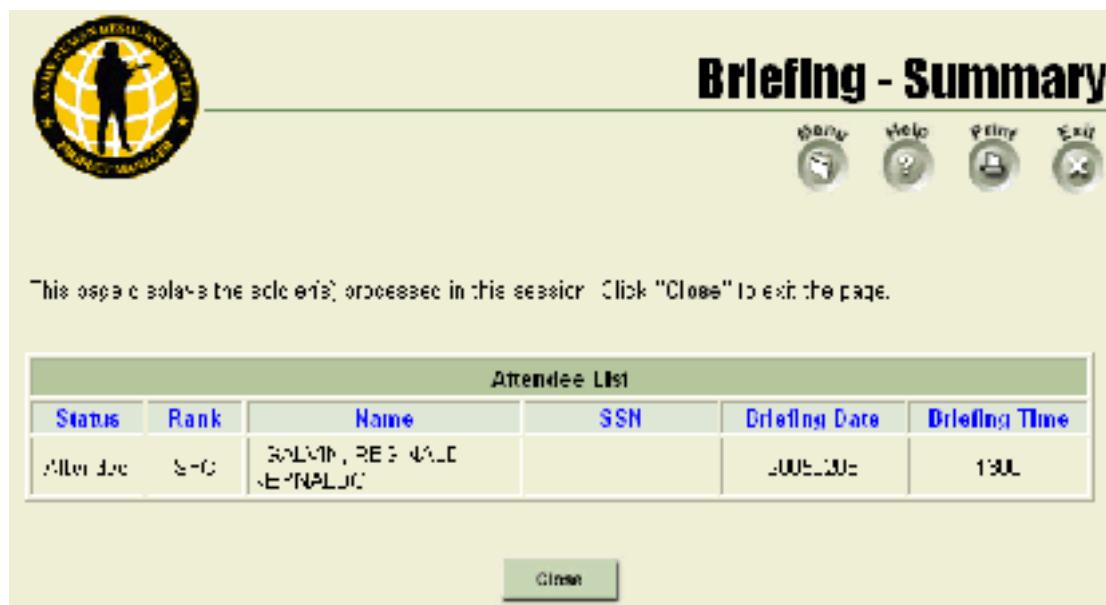
Figure 14–7: Briefing—Summary (Attendance)

14.3   HQDA Reassignments

HQDA Reassignments allows you to process one or more Soldiers for reassignment from one installation to another. Figure 14–8, HQDA Reassignments Processes, illustrates the processes in HQDA Reassignments.
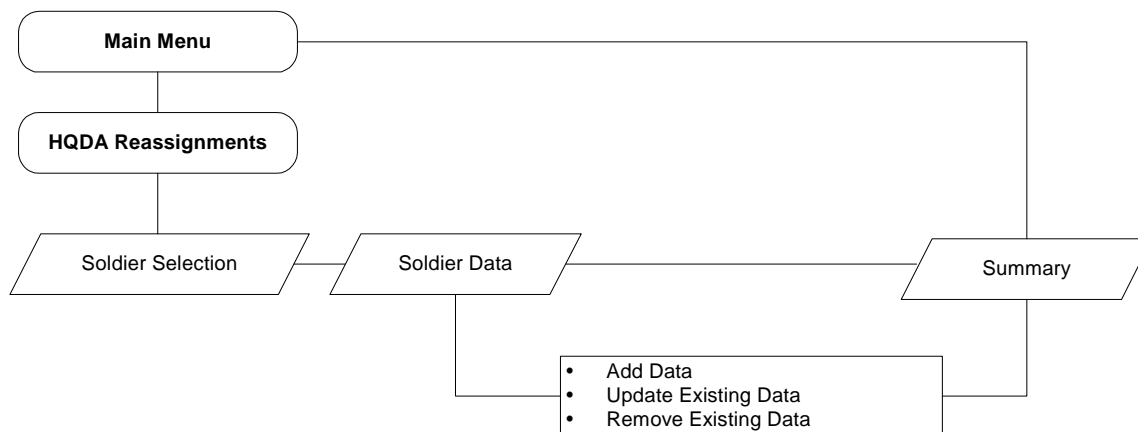
Figure 14–8: HQDA Reassignments Processes

To initiate the process of adding, updating, or removing HQDA reassignment data for a Soldier, you must first build a Soldier list. You can search for soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—search by all nine digits of the SSN
- Last Name—search by the Soldier's last name
- UIC—search by the UIC of the Soldier's unit
- Gaining UIC—search by the Gaining UIC

- Rpt Date—search by the date the Soldier reports to the Gaining Unit
- EDAS Cycle—search by the EDAS cycle
- PSC—search by the Personnel Service Center
- MPC—search by the Military Personnel Classification

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the HQDA Reassignments—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous. You have the capability to select Add, Update, or Remove from the Action Type picklist. The picklist defaults to Add. You can select Update or Remove if the Soldier has an existing record.

14.3.1   HQDA Reassignments—Soldier Data—Add Mode

The HQDA Reassignments—Soldier Data page (shown in Figure 14–9, HQDA Reassignments—Soldier Data) allows you to process the reassignment of a Soldier from one installation to another. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's standing on the Soldier list and the total number of Soldiers from the list.

Figure 14–9: HQDA Reassignments—Soldier Data

Complete the following steps to process an HQDA reassignment:

1. Enter the Gaining UIC in the provided text-entry field. This is a required field.
    Note: The Gaining UIC will be displayed as read-only if the instructions come from EDAS.
    You have the option to revise the UIC if the instructions are non-EDAS.

2. Provide the required Report Date in the available text-entry field.

3. Expand the Movement Designator picklist and select a value of choice that indicates the
    source of budgetary funds for the Soldier's transfer. Refer to Table 13–1, Movement
    Designator Codes and Abbreviations, for more details.

4. Expand the Reassignment Type picklist and select a value of choice that indicates the type of
    movement involved in the Soldier's reassignment. Table 14–1, Reassignment Type Codes
    and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
RA	RSGMT W/I USAR BETWEEN TPU
RB	RSGMT W/I USAR BTWN NON-UNIT CATEGORIES
RG	RSGMT W/I USAR BTWN TPU AND NON-UNIT CAT
RD	RSGMT W/I ACTIVE ARMY UNITS
RE	RSGMT W/I ARMY NATIONAL GUARD
RF	DROP FROM STRENGTH (DFS)
RG	RETURN FROM DROP FROM STRENGTH
RH	REVOCATION OF DROP FROM STRENGTH
RJ	REVOCATION OF RTN FROM DROP FRM STRENGTH

Table 14–1: Reassignment Type Codes and Abbreviations

5. Expand the Reassignment Reason picklist and select a value of choice that indicates the basis
    for the reassignment and movement. Table 14–2, Reassignment Reasons Codes and
    Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations	Codes	Abbreviations
AZ	ABSNC W/O AUTH FR UNIT TNG 3 MO-WO/WO	HR	MISSING OR CAPTURED
JR	ACTIVE ARMY RSGMT TO FULL TIME MAN POSN	KS	MOST ELIGIBLE/QUALIFIED
HZ	ATTND AGE 37/COMPL MIN 8 YRS SAT FED SVC	CA	MOVED BEYONG REAS COMM DSTNC (CHG OF RES
KR	BACKFILL FOR MANDATORY/VOL RETIREMENT	EL	NOMINATIVE POSITION
LC	BASE REALIGNMENT AND CLOSURE (BRAC)	DD	NONAVAIL OF MEMBER OF STANDBY RESERVE
KP	BLACK BOOK	SG	NON-PARTICIPATION
AM	BLUE BARK	BY	NONSELECTION BY SELECT/QUAL RETENT BOARD

Codes	Abbreviations	Codes	Abbreviations
EP	BY NAME REPLACEMENT REQUEST	DV	NORMAL TOUR COMPL OT SPECIAL ASMT PROGS
DQ	CEASED TO OCC POS COMMS W/GRAD OR HIER	ER	NO-SHOW
AU	CODE X	GY	ON POST REASSIGNMNT
DX	COGENT PERSONAL RASONS	GL	ORDERED TO AD FOR AN AGR TOUR
JV	COHORT	DC	OTHER IMMEDIATELY AVAILABLE ASSIGNMENT
AC	COMPASSIONATE	CV	OUT OF PCS SCHOOL
JB	COMPELTED 10+ YRS ACT FED CMSND SVC	DR	OVERSEAS READINESS
HV	COMPL 20+ YRS QUAL SVC FOR RETMT AGE 60	DG	PARENTHOOD
EX	COMPLETED TENURE IN A DUTY POSITION	HB	PERMISSIVE RSGMT-OTHER THAN JT DOMICILE
CM	CONSCIENTIOUS OBJECTOR	FK	PHYSICAL DISABILITY—TEMP
CX	CONSECUTIVE OVERSEAS TOUR	JY	POR DISQUALIFICATION
SJ	CONUS READINESS	BN	POTENTIAL DEFECTOR
ES	DELAY FROM ENTERING ACTIVE DUTY W/ UNIT	DF	PREGNANCY
DH	DEPENDENCY	AN	PREVIOUS MPA ERRONEOUSLY REPORTED
HP	DESERTER	CJ	PRIORITY ASSIGNMENT
JU	DRILL SERGEANT DUTY	BE	PROFESSIONAL DEVELOPMENT
SP	DRILL SGT DTY TOUR COMPLETION	BU	PROMOTION
CL	DUAL COMP-ENL RA, OR APPT RA WO	JS	RECRUITER DUTY
RD	EARLY RETMT—COMPL LT 20 YRS QUAL SVC	SQ	RECRUITER DUTY TOUR COMPLETION
EH	EARLY RLSE PROG—SPEC SEP BENEFIT (SSB)	JQ	RECRUITER RELIEF
EF	EARLY RLSE PROG-VOL SEP INCENTIVE (VSI)	EW	REENL ASG FOR NEW SPEC TNG (NON PCS SCHL)
BJ	EMBARRASSMENT/DISCREDIT TO COMMAND	EV	REENL ASG NEW SPEC TNG (20+ WKS PCS SCHL)
GN	ENL/APT REG/RES COMP OTHER THAN US ARMY	EY	REENLISTMENT ASSIGNMENT
KQ	ENROLLED IN MERCHANT MARINE ACADEMY	BZ	RELEASE TO/FROM MEDICAL HOLDING DETACHMNT
HC	ENROLLED IN ROTC BASIC COURSE	BX	RELIEF FOR CAUSE
AQ	EXCEPTIONAL FAMILY MEMBER	CY	RELIGIOUS OBLIGATIONS
AT	EXP AUTH PD RTND STAT PAST MAND RMVL DT	DY	RETURN FROM INACTIVE STATUS
BF	EXP SEL RES OBLIG	FM	REVOCATION OF ASSIGNMENT ORDER
AE	EXPIRATION OF AUTH PERIOD OF OVRSTRGTH	CC	RIF
JH	FAILURE TO FULFILL MIL ED REQRMTS	HS	SENT TO 6 MO OR MORE CONF BY CIVIL AUTH

Codes	Abbreviations	Codes	Abbreviations
FV	FAILURE TO MAINTAIN ARMY WGT CNTRL STDS	IG	SPECIAL ASSIGNMENT (IG/EEO DUTY)
AD	FAILURE TO QUAL PERM/CONTINUED FLY STAT	KL	SPECIAL DUTY/JOINT ASSIGNMENT
KW	FIRST PERM ASGMT AFTER ACCESSION/RECALL	BD	SUFFICIENT SERVICE FOR RETIREMENT
CB	FORCE MODERNIZATION	CQ	SURVIVING FAMILY MEMBER
LB	FORCE RED (CFE/RET CFE/QUICKISLVR/NUC FRZ)	SK	TDA REVISION (REALIGNMENT)
RG	GRADE REDUCTION	EZ	TEMP MEDICAL DISQUAL-REMEDIAL W/I 1 YEAR
DB	HARDSHIP-OTHER THAN PARENTHOOD	TH	TEMPORARY CHANGE OF STATION (TCS)
GF	HQDA OR LOCAL BAR TO RENENLIST	BQ	THREAT TO LIFE
HL	IN LIEU OF DISCHARGE-SUBSTNRD PERFORMNCE	FY	TO ATTEND US AIR FORCE ACADEMY (USAFA)
ED	INACTIVATION/REORGANIZATION/RELOCATION	FW	TO ATTEND US COAST GUARD ACADEMY (USCGA)
JT	INSTRUCTOR DUTY	FU	TO ATTEND US NAVAL ACADEMY (USNA)
SR	INSTRUCTOR DUTY TOUR COMPLETION	AG	TO ENTER US MILITARY ACADEMY (USMA)
GW	INTERSTATE TRANSFER	HT	TO TRANSFER POINT PENDING LOSS/TRF RSGMT
CG	INTO PCS SCHOOL	CU	TO/FROM CMD DSG POSN LIST/PROJECT MGR
AF	JOINT DOMICILE	CR	TOUR LIMIT—BY STATUTE/CONTRACT/COUNTRY
RE	KEY EMPLOYEE	KZ	UNABLE TO PLACE ON A SUBSEQUENT TOUR
ET	LACK OF MTOE OR TDA POSITION	CE	UNIT RELATED MOES
BS	LOSS OF QUALIFICATION	DW	UNRESOLVABLE EMPLOYMENT CONFLICT
BB	MAXIMUM AGE	GA	UNSAT ENTRY LEVEL STAT PERF OR CONDUCT
FA	MAXIMUM PROMOTION DECLINATION PERIOD	EG	UNSATISFACTORY PARTICIPATION
FA	MAXIMUM PROMOTION OF ASSIGNMENT ORDER	CH	USAREC COMPANY COMMAND
BC	MAXUMUM AUTHORIZED YEARS OF SERVICE	CT	VALID SURP (NOT BSE CLOS)RECLAS-UT INTCT
JA	MED DISQ NOT RESULT OF OWN MISCONDUCT	CS	VALID SURPLUS DUE TO BASE CLOSURE
HY	MED DISQUAL FOR AD RSLT SVC CONNCT DISBL	FE	VOLUNTARY REQUEST
AJ	MEDICALLY UNFIT FOR RETENTION	BT	WITHDRAWAL OF FEDERAL RECOGNITION, UNIT
HQ	MILITARY PRISONER WITH BCD/DD		

Table 14–2: Reassignment Reasons Codes and Abbreviations

6. Enter the number of days the Soldier will be temporarily assigned in the Number of TDY Days text-entry field.

7. Enter the number of days the Soldier will be on leave in the Number of Leave Days text-entry field.

8. Click Calculate. The system will calculate the DLOS/DEROS Date based on the entered Report Date, Number of TDY Days, and Number of Leave Days and will populate the field accordingly.

9. Click Save to save the entered data. The system will validate your entry and update the Soldier's record. The system then advances to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier on the Soldier list, the system will display the HQDA Reassignments—Summary page.

10. Alternatively, you can perform the following:

   - Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

   - Click Next to proceed to the next Soldier without saving, if one exists. The system will detect data entry on the page and will prompt you to save or discard the data. If the current Soldier is the last or only Soldier from the list, the system returns you to the Main Menu.

   - Click Close to terminate the working session and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous entries, the system generates the HQDA Reassignments—Summary page to show all completed actions.

14.3.1.1   SYSTEM VALIDATIONS

The system performs the following validations:

   - The system shall ensure the combination Reassignment Type and Reassignment Reason is valid.

   - The system shall ensure the DLOS Date is less than or equal to the Report Date.

   - The Gaining UIC must not be the same as the Home UIC.

   - The system shall ensure the Soldier's Duty Status is PDY and that he or she has a current assignment.

   - The system shall ensure the Report Date does not exceed the UIC active date.

14.3.1.2   SYSTEM UPDATES

The system updates the following information in the Soldiers' records:

   - Duty Status
   - Duty Status Effective Date
   - PERSS

The system will also remove the Soldier's record from the losing unit on the DLOS date.

14.3.1.3   WORKFLOW NOTICES

The system sends a workflow notice to the gaining unit 7 days prior to the Soldiers' departure. The system sends a workflow notice 20 days prior to EDAS Report Date is no departure record has been created for the Soldier.

14.3.1.4   TRANSACTIONS TO **TAPDB**

The system sends the following transactions to TAPDB:

- Transaction 4440: Anticipated Loss Date
- Transaction 4195: Military Duty Status
- Transaction 4170: Revoke Departure
- Transaction 4155: Soldier Departure

14.3.2   HQDA Reassignments—Update Mode

In update mode of an existing HQDA reassignments record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. The system sends the necessary transactions to TAPDB. Alternatively, you can click Next or Close to advance to the next Soldier without saving or to terminate the working session, respectively.

14.3.3   HQDA Reassignments—Remove Mode

In remove mode of an existing HQDA reassignments record, the system displays the current values in the database for the selected Soldier as read-only. You can click Save to remove the record from the database. The system will prompt you to confirm the record is being removed from the database. If you answer Yes, the system will remove the record and advance to the next Soldier. If you answer No, the system returns you to the current page for further processing. Alternatively, you can click Next or Close to advance to the next Soldier without saving or to terminate the working session, respectively.
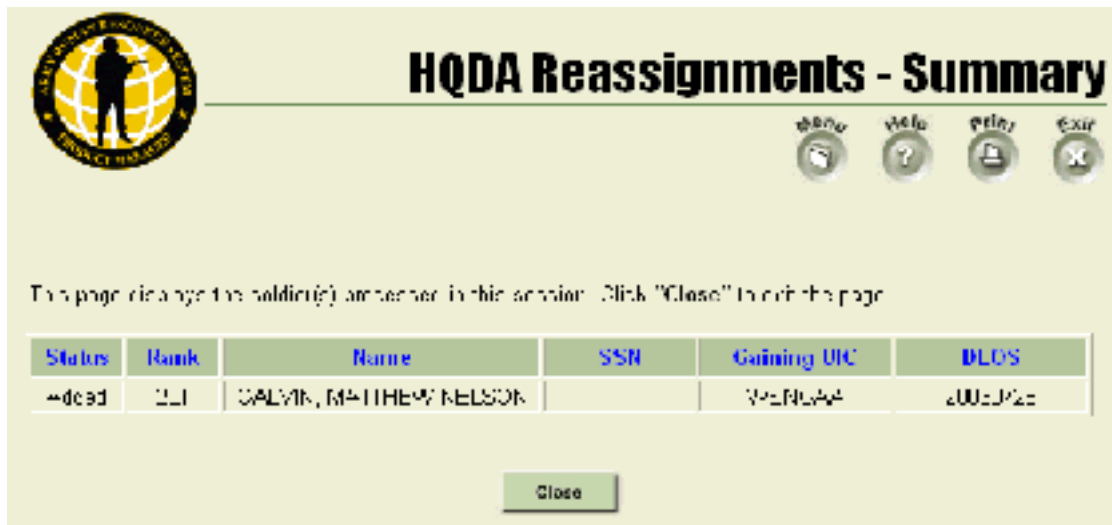
14.3.3.1   TRANSACTIONS TO **TAPDB**

The system sends the following transactions to TADPB for a remove action.

- Transaction 4170: Revoke Departure

- Transaction 4195: Military Duty Status

14.3.4   HQDA Reassignments—Summary

This page (Figure 14–10, HQDA Reassignments—Summary) displays a list of the Soldiers successfully reassigned and their corresponding data (Status, Rank, Name, SSN, Gaining UIC, and DLOS). You have the option to view and/or print the page.

Figure 14–10: HQDA Reassignments—Summary

Click Close to exit the page. The system returns you to the Main Menu.

14.4　Assignment Instructions

The *e*MILPO application improves the information flow related to EDAS assignment instructions by generating e-mail and workflow notices for the affected Soldiers and the appropriate users to minimize delays in the reassignment process.

When assignment instructions are received from TAPDB, the system generates a workflow notice for the appropriate user within the Soldier's Personnel Services Battalion (PSB). The PSB user will open the workflow notice, and the system will respond by generating the portions of DA Form 5118-R that are appropriate for the Soldier. You will need to complete this form, including the scheduled briefing date.

When you save the changes to DA Form 5118-R, the system will automatically forward the workflow task associated with the form to the Soldier's BN S-1. Additionally, the system will send an e-mail to the Soldier to notify him or her that the PSB has successfully screened his or her assignment instructions.

14.5　Deletion/Deferment Processing

The *e*MILPO system receives Deletion/Deferment notifications from TAPDB and processes them in the following manner:

- For Deletion Processing:
    - The system removes the Soldier's data from the Soldier departure table.
    - The system generates a workflow task to notify the BN S-1.
    - The system sends an e-mail to the Soldier.
    - The system sends Transaction 4195: Military Duty Status to TAPDB.
    - The system sends Transaction 4170: Revoke Departure to TAPDB.

- For Deferment Processing:
    – If in Step 1 of Basic Flow, TAPDB sends Deferments, the system adjusts the Soldier's departure date.
    – The system sends Transaction 4440: Anticipated Loss Date to TAPDB.
    – The system sends Transaction 4370: Overseas Assignment Data to TAPDB.

14.6   Reassignment Checklist

The Reassignment Checklist is a Workflow task that prompts you, as an authorized user, to perform in accordance with a Soldier's reassignment. The system displays the Soldier's present unit details as well as the details of the unit to which the Soldier is being reassigned. The system also displays the checkpoints for you to review and perform.

15. PROMOTIONS

The functional category of Promotions provides functions to process the reduction action, promotion, lateral appointment, and the revocation and restoration of grades and ranks for enlisted Soldiers. The category of Promotions offers the following functional areas within *e*MILPO:

- Enlisted Reduction
- Lateral Appointment
- Promotion
- Deny Promotion
- Deny Promotion List Auto Integration
- Special Category Promotion
- Restore/Revoke Previous Rank
- Correct Date of Rank
- Rank History
- Enlisted Advancement Report (AAA-117)
- Enlisted Promotion Report (AAA-294)

Figure 15–1, Promotions Processes, illustrates the processes in Promotions.
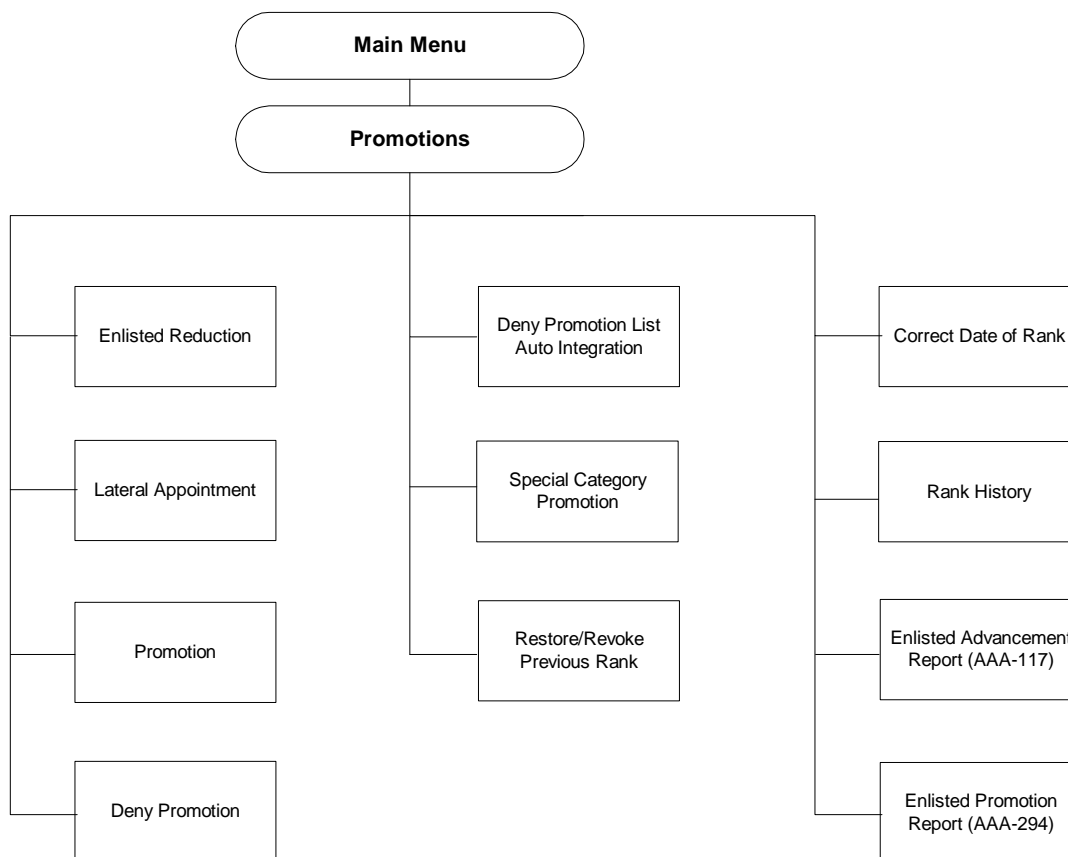
Figure 15–1: Promotions Processes

15.1   Enlisted Reduction

Enlisted Reduction allows you to process a reduction in rank of one or more enlisted Soldiers. The reduction may be based on one or more of the following reasons: misconduct, inefficiency, discharge under other than honorable conditions, failure to complete formal training, and other reasons listed in Army regulations governing reduction for enlisted personnel. You have the option to process a reduction in rank for Soldiers E2 to E9 as follows:

- E2 can be reduced to E1
- E3 can be reduced to E2 and E1
- E4 can be reduced to E3, E2, and E1
- E5 and above can be reduced more than one grade if the Rank Change Reason Code is "B" (MISCONDUCT) or "D" (DISCH UNDER OTHER THAN HONORABLE COND).

Figure 15–2, Enlisted Reduction Processes, illustrates the processes in Enlisted Reduction.
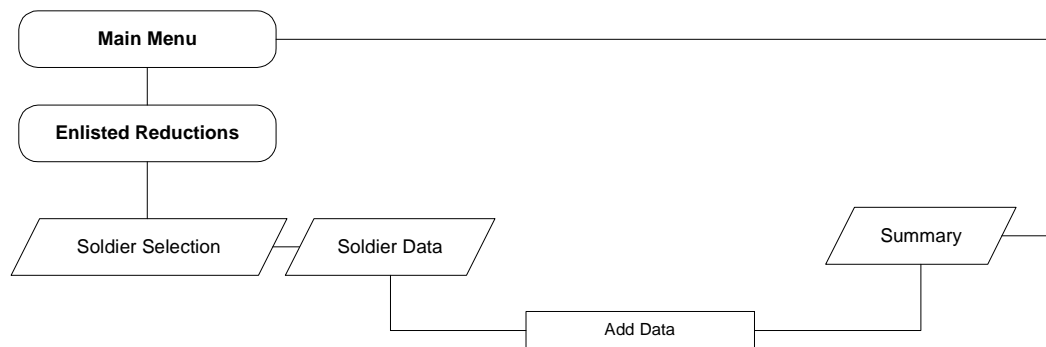
Figure 15–2: Enlisted Reduction Processes

To process a reduction in rank of one or more enlisted Soldiers, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Enlisted Reduction—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.1.1   *Enlisted Reduction—Soldier Data*

The Enlisted Reduction—Soldier Data page (shown in Figure 15–3, Enlisted Reduction—Soldier Data) allows you to process the reduction in rank of an enlisted Soldier from E2 to E9. The system displays the Soldier's Rank, Name, SSN, UIC, and PMOS as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list as read-only.

Note: Any pending Auto List Integration (ALI) denial data for the Soldier are removed when you perform an enlisted reduction. The data are removed from the eMILPO database and are not recoverable should the reduction be restored later.

Figure 15–3: Enlisted Reduction—Soldier Data

Complete the following steps to process an enlisted reduction:

1. The system stores the valid range of ranks for reduction in the New Rank picklist. You may select an appropriate choice. This is a required field.

2. The system defaults the Rank Change Type to REDUCTION. You may not edit this data.

3. Enter the Effective Date of Rank and Date of Rank in the provided text-entry fields, as required.

4. The system stores the valid range of PMOS for the selected Soldier in the PMOS picklist. You may select an appropriate choice to indicate the Soldier's primary specialty, as required.

5. Expand the Rank Change Reason Code picklist and select a value. Table 15–1, Rank Change Reason (Enlisted Reduction) Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	INEFFICIENCY
B	MISCONDUCT
C	INVOLUN REDTN DUE TO UNIT REORG INACT
D	DISCH UNDER OTHER THAN HONORABLE COND
E	SOLDR DROPPED FROM THE ROLLS OF THE ARMY
F	FAILURE TO COMPLETE SCHOOLING

**Table 15–1: Rank Change Reason (Enlisted Reduction)
Codes and Abbreviations**
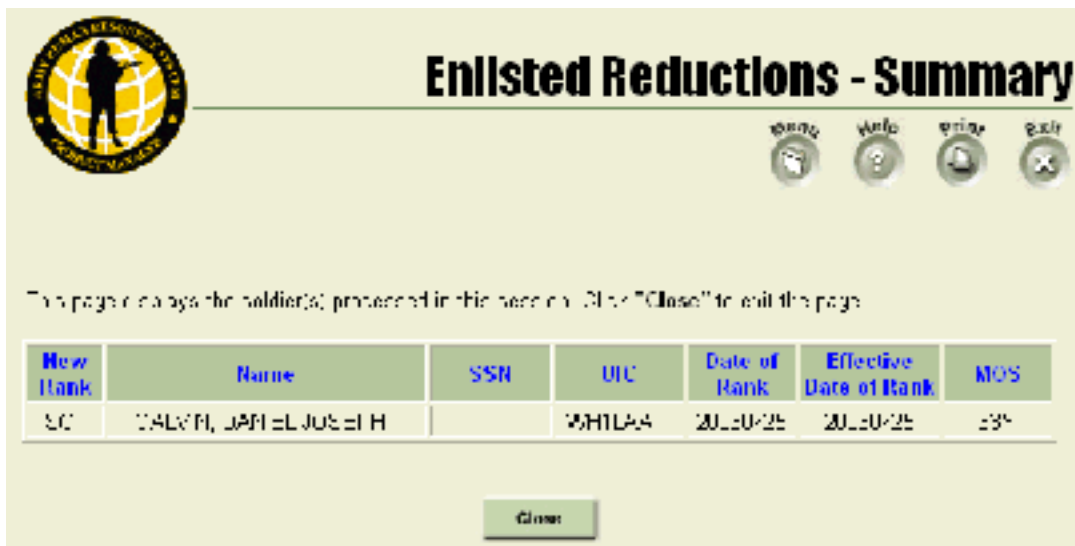
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6. Click Save to save the entered data. The system will validate your data entry and update the Soldier's record. The system then advances you to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Enlisted Reduction—Summary page (shown in Figure 15–4, Enlisted Reduction—Summary) to show all completed actions.

7. Alternatively, you can perform the following:

   - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system then advances to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Enlisted Reduction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

   - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Enlisted Reduction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.1.1.1   TRANSACTION TO **TAPDB**

The system sends Transaction 4225: Grade Change to TAPDB.

15.1.2   Enlisted Reduction—Summary

The Enlisted Reduction—Summary page lists the Soldiers who have been successfully processed and their corresponding data (New Rank, Name, SSN, UIC, Date of Rank, Effective Date of Rank, and MOS). You have the option to view and/or print this page.

Figure 15–4: Enlisted Reduction—Summary

Click Close to exit the page. The system returns you to the Main Menu.

15.2   Lateral Appointment

The Lateral Appointment module allows you to process the appointment of one or more enlisted Soldiers to a laterally equivalent rank and equal pay. Lateral Appointment can be processed for the following:

- SPC to/from CPL
- MSG to/from 1SG
- SGM to CSM
- CSM to SMA and SGM
- SMA to CSM and SGM

Figure 15–5, Lateral Appointment Processes, illustrates the processes in Lateral Appointment.
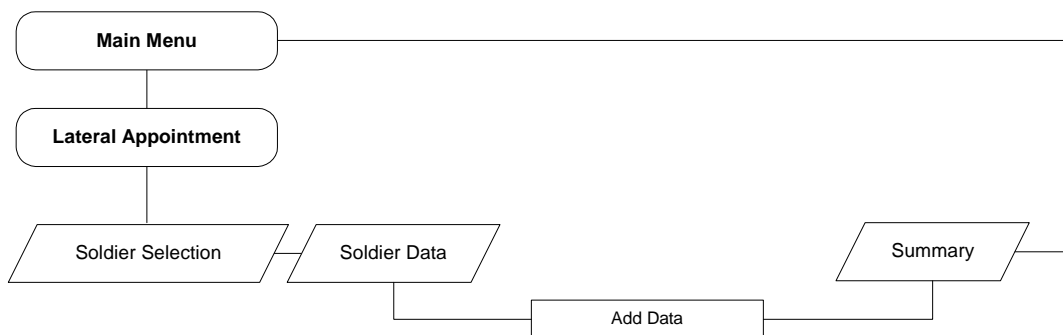
Figure 15–5: Lateral Appointment Processes

To process a lateral appointment for one or more enlisted Soldiers, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Lateral Appointment—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.2.1   Lateral Appointment—Soldier Data

The Lateral Appointment—Soldier Data page (shown in Figure 15–6, Lateral Appointment—Soldier Data) allows you to process the grade change for one or more Soldiers who have an approved lateral appointment. The system displays the Soldier's Rank, Name, SSN, UIC, and PMOS as well as the Soldier's position on the Soldier list and the total number of the Soldiers from the list as read-only.

Figure 15–6: Lateral Appointment—Soldier Data

Complete the following steps to process a lateral appointment:

1. The system provides a valid range of New Rank in the corresponding picklist. Select a value. This is a required field.

2. The system defaults the required Date of Rank to the Soldier's current date of rank. You may not edit this field.

3. Enter the Effective Date of Rank (Date of Appointment) in the provided text-entry field, as required.

4. The system defaults the Rank Change Code to D (Lateral Appointment). You may not edit these data.

5. The system defaults the Soldier's current primary specialty in the PMOS picklist. You may select an alternate choice if the data are available.

6. Click Save to save the entered data. The system will validate your data entry and update the Soldier's record. The system then advances you to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Lateral Appointment—Summary page (shown in Figure 15–7, Lateral Appointment—Summary) to show all completed actions.

7. Alternatively, you can perform the following:

    *   Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the

Soldier list, the system generates the Lateral Appointment—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Lateral Appointment—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.2.1.1 TRANSACTION TO TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

15.2.2 Lateral Appointment—Summary

The Lateral Appointment—Summary page lists the Soldiers who have been successfully processed and their corresponding data (Rank, New Rank, Name, SSN, UIC, Date of Rank, Effective Date of Rank, and PMOS). You have the option to view and/or print this page.

Figure 15–7: Lateral Appointment—Summary

Click Close to exit the page. The system returns you to the Main Menu.

15.3 Promotion

The Promotion module allows you to process the promotion of E1, E2, E3, and E4 Soldiers based on TIS and TIG. Figure 15–8, Promotion Processes, illustrates the processes in Promotion.
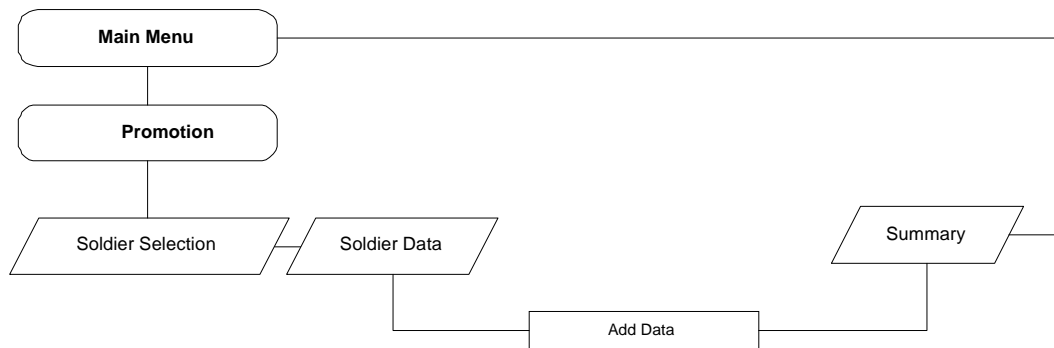
Figure 15–8: Promotion Processes

To process the promotion of E1, E2, E3, and E4 Soldiers based on TIS and TIG, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Promotion—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.3.1   *Promotion—Soldier Data*

The Promotion—Soldier Data page (Figure 15–9: Promotion—Soldier Data) allows you to process the promotion for E1 to E4 Soldiers who are eligible for promotion based on TIS and TIG qualifications and those Soldiers not previously selected. The system displays the Soldier's Rank, Name, SSN, UIC, and PMOS along with the Soldier's standing on the Soldier list and the total number of Soldiers from the list as read-only.

Figure 15–9: Promotion—Soldier Data

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Complete the following steps to process a Soldier's promotion:

1. The system displays the next higher Rank to which the Soldier can be promoted. This is not an editable field.

2. Enter the Date of Rank and Effective of Rank in the provided text-entry fields. These are required fields.

3. The system defaults the Rank Change Type to A (Advancement Of Only One Paygrade). You may not edit these data.

4. The system defaults the MOS field to the Soldier's current MOS. You may not edit these data.

5. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Promotion—Summary page (shown in Figure 15–10, Promotion—Summary) to show all completed actions. **Note:** If you enter an Effective Date of Rank that precedes the system displays an error message; click OK to return to the Promotion Soldier Data page to correct the date.

6. Alternatively, you can perform the following:

    *   Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

    *   Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.3.1.1   SYSTEM VALIDATIONS

The system performs the following validations:

*   The system shall send Transaction 4215 unless the change type is F.

*   The system shall ensure that the Soldier has met the minimum Time in Grade (TIG) and Time in Service (TIS) requirements for the promote with waiver.

*   For enlisted promotion, the system shall use the Soldier's BASD to determine his TIS.

*   For enlisted promotion, the system shall use the Soldier's Date of Rank to determine his TIG.

*   The system shall show E1 Soldiers in the Soldier selection list for promotion when they have at least 4 months TIS.

*   The system shall show E2 Soldiers in the Soldier selection list for promotion when they have at least 6 months TIS and 2 months TIG.

*   The system shall show E3 Soldiers in the selection list for promotion with at least 18 months TIS and 3 months TIG.

- The system shall ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.

- For promotion of E1 Soldiers, the system shall ensure the Date of Rank is at least 4 months after the Soldier's BASD.

- For promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 6 months after the Soldier's BASD.

- For the promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 2 months after the Soldier's current Date of Rank.

- For the promotion of E3 Soldiers, the system will ensure the Date of Rank is at least 18 months after the Soldier's BASD.

- For the promotion of E3 Soldiers, the system will ensure that the Date of Rank is at least 3 months after the Soldier's current Date of Rank.

- The system will ensure that the Date of Rank and Effective Date of Rank are no more than 31 days past the current date.

- The system will ensure that the allocation for promotions in the waiver zone is not exceeded.

15.3.1.2 TRANSACTION TO TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

15.3.2 Promotion—Summary

The Promotion—Summary page lists all successfully promoted Soldiers and their corresponding data (New Rank, Name, SSN, UIC, MOS, Date of Rank, Effective Date of Rank, and MOS). You have the option to view and/or print the page.

Figure 15–10: Promotion—Summary

Click Close to exit the page. The system returns you to the Main Menu.

15.4   Deny Promotion

Deny Promotion allows you to record the commander's decision to block an automatic promotion to PV2, PFC, and SPC. Figure 15–11, Deny Promotion Processes, illustrates the processes in Deny Promotion.
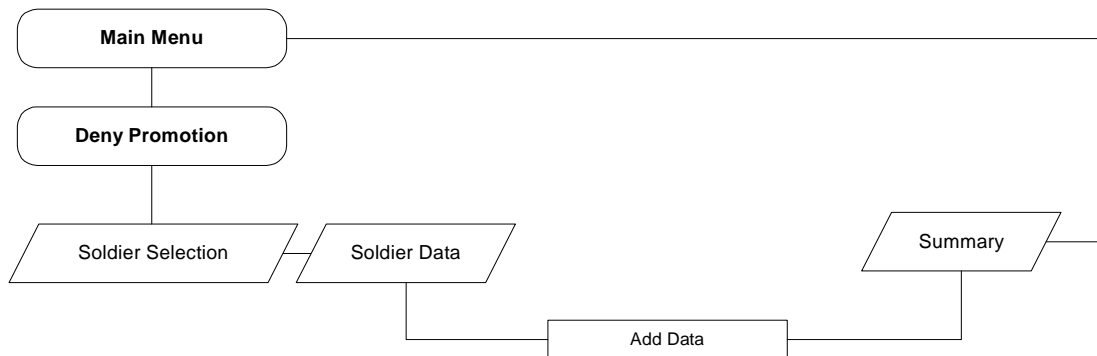
Figure 15–11: Deny Promotion Processes

To record the commander's decision to block an automatic promotion to PV2, PFC, and SPC for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Deny Promotion—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.4.1   Deny Promotion—Soldier Data

The Deny Promotion—Soldier Data (shown in Figure 15–12, Deny Promotion—Soldier Data) page allows the authorized user to record the commander's decision to block the promotion for the ranks of PV2, PFC, and SPC. The system displays the Soldier's Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list.

Figure 15–12: Deny Promotion—Soldier Data

To record a promotion denial for a Soldier, perform the following steps:

1. Enter the Effective Date (Date of Denial) in the provided text-entry field. This is a required field.

2. The system defaults the Reason Code and Reason Type values for the Soldier. You may not edit these data.

3. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Deny Promotion—Summary page (shown in Figure 15–13, Deny Promotion—Summary) to show all completed actions.

4. Alternatively, you can perform the following:

   • Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Deny Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

   • Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Deny Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.4.1.1   WORKFLOW NOTICE

The system forwards a workflow notice that informs the Soldier's career counselor of the need to schedule a counseling session.

15.4.1.2   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall show E1 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 5 months Time in Service (TIS).

- The system shall show E2 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 11 months TIS and 3 months Time in Grade (TIG).

- The system shall show E3 Soldiers in the Solider Selection List for Deny Promotion when they have at least 23 months TIS and 5 months TIG.

- The system shall show enlisted Soldiers E1 to E3 in the Soldier list for Deny Promotion until the first day of the month in which they should have been promoted, until they have been promoted, until they have been denied promotion, or until they have been processed out of the Army.

- The system shall add an SFPA flag with a reason code of P and a reason type of A to the Soldier when a Deny Promotion is processed.

- The system shall automatically remove the deny code (PA) from the Soldier's record 1 day after the promotion should have occurred.

- The system shall not allow the user to enter a future denial date.

- The system shall not allow the user to enter a date that is more than 60 days before the effective date of promotion.

15.4.1.3   TRANSACTION TO TAPDB

The system sends Transaction 4215: Suspension of Favorable Personnel Action Data to TAPDB.

15.4.2   Deny Promotion—Summary

The Deny Promotion—Summary page lists all Soldiers successfully processed in the working session and their corresponding data (Rank, Name, SSN, UIC, Effective Date, and MOS). You have the option to view and/or print the page.

Figure 15–13: Deny Promotion—Summary

Click Close to exit the page. The system returns you to the Main Menu.

15.5   Deny Promotion List Auto Integration

The Deny Promotion List Auto Integration module allows you to process the denial of automatic integration to the promotion list for the selected enlisted Soldier. You have the option to deny promotion list automatic integration for E4 Soldiers who meet the minimum time in service and time in grade requirements to be promoted to E5. Figure 15–14, Deny Promotion List Auto Integration Processes, illustrates the processes in Deny Promotion List Auto Integration.
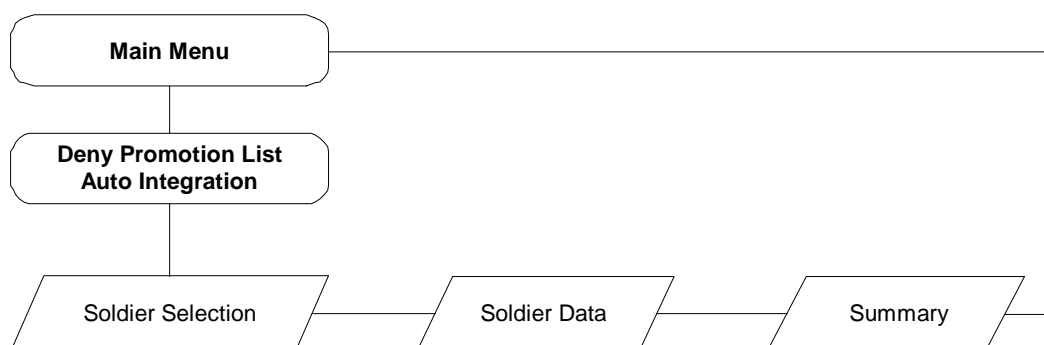
Figure 15–14: Deny Promotion List Auto Integration Processes

To initiate the processing of automatic integration to the promotion list for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Deny Promotion List Auto Integration – Soldier Data page.

15.5.1 Deny Promotion List Auto Integration – Soldier Data

The Deny Promotion List Auto Integration – Soldier Data page (shown in Figure 15–15) allows you to process the denial of automatic integration to the promotion list for the selected enlisted Soldier. You have the option to deny promotion list automatic integration for E4 Soldiers who meet the minimum time in service and time in grade requirements to be promoted to E5. The system displays the selected Soldier's rank, name, SSN, UIC, and PMOS as read-only fields along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list.

Figure 15–15: Deny Promotion List Auto Integration – Soldier Data

To process a denial from automatic integration, perform the following steps:

1. Click Save to process the Soldier's denial from automatic integration into the promotion list. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Deny Promotion List Auto Integration – Summary page to show all completed actions.

2. Click Next to proceed to the next Soldier without saving. The system then advances to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier from the Soldier Selection page, the system returns you to the Main Menu.

3. Click Close to terminate the working session and return to the Main Menu. If the user has saved any previous actions, the system generates the Deny Promotion List Auto Integration - Summary page for the Soldiers who were already successfully processed. Otherwise, the system returns the user to the Main Menu.

Note: This function is only available from the first to the 19th of the month. If you try to access Deny Promotion List Auto Integration after the 19th of the month, the system displays a message (shown in Figure 15–16) informing you that the function is unavailable.
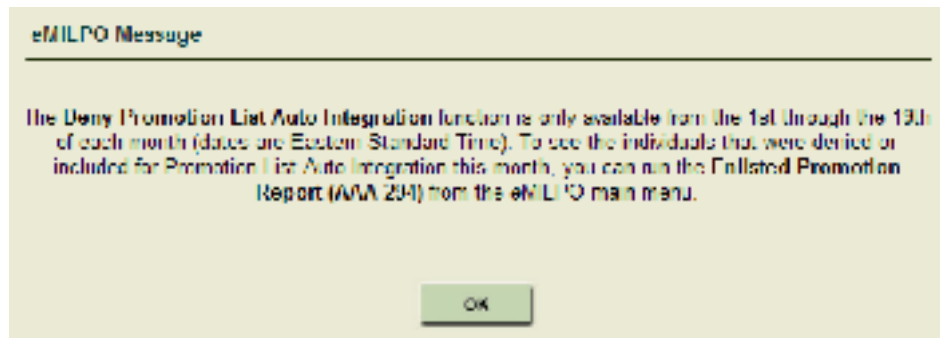
Figure 15–16: Deny Promotion List Auto Integration Message

15.5.1.1   TRANSACTIONS TO **TAPDB**

The following transaction is sent to TAPDB: On the 20th of every month, a 4285 transaction for every Soldier who was not denied auto integration this month is generated.

15.5.2   *Deny Promotion List Auto Integration – Summary*

The Deny Promotion List Auto Integration – Summary page (shown in Figure 15–17) lists all Soldiers who were denied automatic integration to the promotion list and their corresponding data (Name, SSN, UIC, MOS, and Denial Date). You have the option to view and/or print the page.

Figure 15–17: Deny Promotion List Auto Integration – Summary

Click Close to return to the Main Menu.

15.6   Special Category Promotion

The Special Category Promotion module allows you to process the promotion of one or more enlisted Soldiers who fall into the category of "Special." An example of Special may consist of Soldiers who had attended special schools or Ranger training. The Soldiers belonging to this

category will not follow the same criteria for promotion eligibility as the majority of active enlisted Soldiers. Figure 15–18, Special Category Promotion Processes, illustrates the processes in Special Category Promotion.
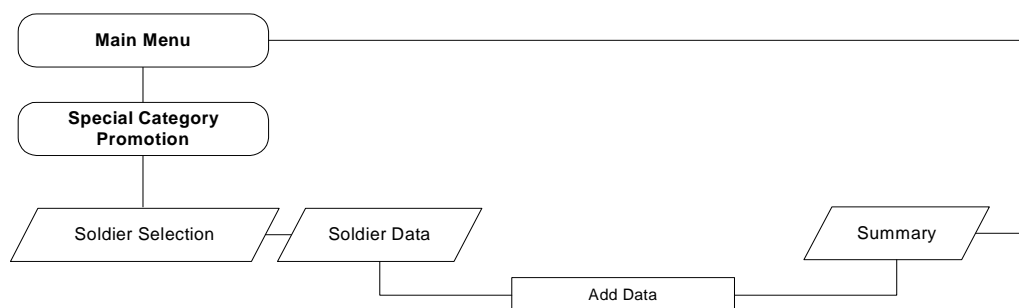
Figure 15–18: Special Category Promotion Processes

To process a special category promotion for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). The system allows only Soldiers with grades E01, E02, and E03 to be returned through the build Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Special Category Promotion—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.6.1   *Special Category Promotion—Soldier Data*

This page (shown in Figure 15–19, Special Category Promotion—Soldier Data) allows you as an authorized user to process the promotion for the selected enlisted Soldier who falls under the category of Special. The system displays the Soldier's Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list.

Complete the following steps to process a special category promotion.

1. The system stores the valid ranks in the New Rank picklist and allows you to select a valid choice. This is a required field.

2. The system will default the Rank Change Type according to the New Rank you select. You may not edit these data.

    - A—ADVANCEMENT OF ONLY ONE PAYGRADE if the selected New Rank is one rank above the Soldier's current rank.

    - B—ADVANCEMENT OF MORE THAN ONE PAYGRADE if the selected New Rank is more than one rank above the Soldier's current rank.

3. Enter the Date of Rank and Effective Date of Rank in the provided text-entry fields, as required.

Figure 15–19: Special Category Promotion—Soldier Data

4. The system displays the Soldier's current MOS, indicating his or her military specialty. You may not edit this field.

5. Select a valid Enlisted Promotion Reason from the corresponding picklist to indicate the basis for the promotion. This is a required field. Table 15–2, Enlisted Promotion Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
R	ENTERED WARRANT OFFICER ENTRY COURSE
S	GRADUATED FROM RANGER SCHOOL
X	OTHER, EXCEPTION TO POLICY

Table 15–2: Enlisted Promotion Reason Codes and Abbreviations

6. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier on the Soldier list, the system generates the Special Category Promotion—Summary page (shown in Figure 15–20, Special Category

Promotion—Summary) listing all completed actions. **Note:** If you enter an Effective Date of Rank that precedes the system displays an error message; click OK to return to the Promotion Soldier Data page to correct the date.

7. Alternatively, you can perform the following:

- Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Special Category Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Special Category Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.6.1.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system ensures that Date of Rank and Effective Date of Rank are not future dates; the dates must be either equal to or less than the system date and less than the Soldier's Current Date of Rank.

- The system shall allow a Soldier at the E1 grade level to advance one, two, or three grade levels.

- The system shall allow a Soldier at the E2 grade level to advance one or two grade levels.

- The system shall allow a Soldier at the E3 grade level to advance one grade level.

- The system shall update the Rank Change Type based on the new rank selected by the user.

- The system shall not allow a future Date of Rank.

- The system shall not allow a future Effective Date of Rank.

- The system shall ensure that the Effective Date of Rank is greater than or equal to the Date of Rank.

- The system shall ensure that The Effective Date of Rank is greater than or equal to the Soldier's previous Effective Date of Rank.

- The system shall ensure that the Date of Rank is greater than or equal to the Soldier's previous Date of Rank.

15.6.1.2   TRANSACTION TO **TAPDB**

The system sends Transaction 4225: Grade Change to TAPDB.

15.6.2   Special Category Promotion—Summary

The Special Category Promotion—Summary page lists all successfully promoted Soldiers and their corresponding data (Rank, New Rank, Name, SSN, UIC, Date of Rank, Effective Date of Rank, and MOS). You have the option to view and/or print the page.

Figure 15–20: Special Category Promotion—Summary

Click Close to exit the page. The system returns you to the Main Menu.

15.7   Restore/Revoke Previous Rank

The Restore/Revoke Previous Rank allows you to process the restoration to the previous rank of a reduction only and the revocation of an erroneous data entry, promotion, or reduction. Figure 15–21, Restore/Revoke Previous Rank Processes, illustrates the processes in Restore/Revoke Previous Rank.
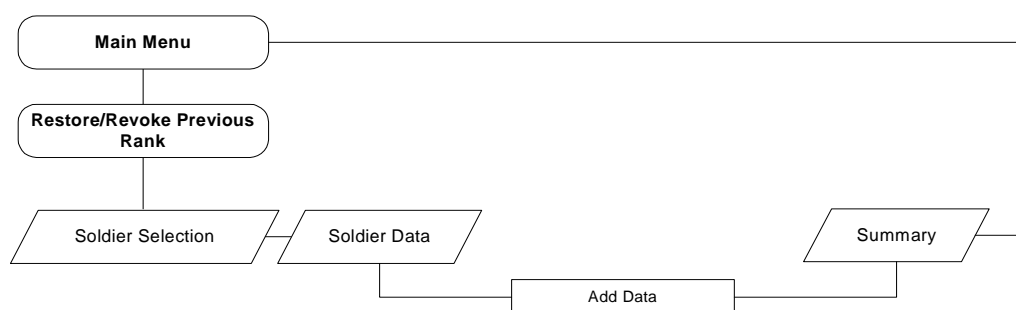
Figure 15–21: Restore/Revoke Previous Rank Processes

To process the restoration to the previous rank of a reduction only and the revocation of an erroneous data entry, promotion, or reduction for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Restore/Revoke Previous Rank—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.7.1 Restore/Revoke Previous Rank—Soldier Data—Restore Mode

This page (shown in Figure 15–22, Restore/Revoke Previous Rank—Soldier Data—Restore Mode) allows the authorized user to restore a reduction (only) back to the Soldier's previously held rank. The system displays the selected Soldier's current Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list. The system also displays the selected action as read-only for verification purposes.

Figure 15–22: Restore/Revoke Previous Rank—Soldier Data—Restore Mode

Complete the following steps to process a restoration of previous rank:

1. The system displays the Previous Rank in the Reinstated Rank field and Date of Rank as read-only.

2. The system displays the Effective Date of Restoration to the effective date of Reduction. You may edit this date.

3. The system defaults the selected Soldier's current military specialty in the MOS picklist and allows you to select an alternative value, as necessary.

4. The system defaults the Rank Change Reason to Restoration. This is a read-only field.

5. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Restore/Revoke Previous Rank—Summary page to show all completed actions.

6. Alternatively, you can perform the following:

   • Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system will display the Restore/Revoke Previous Rank—Summary page to list all completed actions. Otherwise, the system returns you to the Main Menu.

   • Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Restore/Revoke Previous Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.7.1.1   SYSTEM VALIDATION

The system performs the following validations:

   • The system shall default the Rank Change Reason Code for Restore to "H."

   • The system shall ensure that the Effective Date of Restoration is not a future date.

15.7.1.2   TRANSACTION TO TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

15.7.2   Restore/Revoke Previous Rank—Soldier Data—Revoke Mode

This page (shown in Figure 15–23, Restore/Revoke Previous Rank—Soldier Data—Revoke Mode) allows you as an authorized user to revoke the Soldier's current rank (promotion/reduction). The system displays the selected Soldier's Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list. The system also displays the selected action as read-only for verification purposes.

To revoke the Soldier's current rank, perform the following steps:

1. The system displays the Soldier's Previous Rank, Previous Date of Rank, and Effective Date of Erroneous Action as read-only. You may not edit these fields.

2. The system defaults the Soldier's current military specialty in the MOS picklist and allows you to select an alternative value, as necessary.

3. The system stores the valid basis for the revocation of rank in the Rank Change Reason picklist and allows you to select a valid choice for the Soldier. This is a required field. Table 15–3, Rank Change Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
J	CORRECTION OF ERRONEOUS PROMOTION
I	CORRECTION OF ERRONEOUS REDUCTION
G	ERRONEOUS ACTION—DATA ENTRY ERROR

Table 15–3: Rank Change Reason Codes and Abbreviations

Figure 15–23: Restore/Revoke Previous Rank—Soldier Data—Revoke Mode

4. Click Save to proceed. The system will validate your data entry and prompt you to confirm the action before revoking the Soldier's record. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the only or last Soldier from the Soldier list, the system generates the Restore/Revoke Previous Rank—Summary page listing all completed actions.

5. Alternatively, you can perform the following:

   - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exist. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Restore/Revoke Previous Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

   - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Restore/Revoke Previous Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.7.2.1 SYSTEM VALIDATIONS

The system performs the following validation: The system ensures that the Effective Date of Revocation is equal to the effective date of the erroneous promotion or reduction.

15.7.2.2   TRANSACTION TO **TAPDB**

The system sends the following transaction to TAPDB: Transaction 4225: Grade Change.

15.7.3   *Restore/Revoke Previous Rank—Summary*

The Restore/Revoke Previous Rank—Summary page (shown in Figure 15–24, Restore/Revoke Previous Rank—Summary) lists all successfully promoted Soldiers with their corresponding data (Status, Rank, Name, SSN, UIC, MOS, Date of Rank, and Effective Date of Rank). You have the option to view and/or print the page.

Figure 15–24: Restore/Revoke Previous Rank—Summary

Click Close to exit the page. The system returns you to the Main Menu.

15.8   Correct Date of Rank

The Correct Date of Rank module allows you to correct the Soldiers' current Date of Rank and Effective Date of Rank in the system. Figure 15–25, Correct Date of Rank Processes, illustrates the processes in Correct Date of Rank.
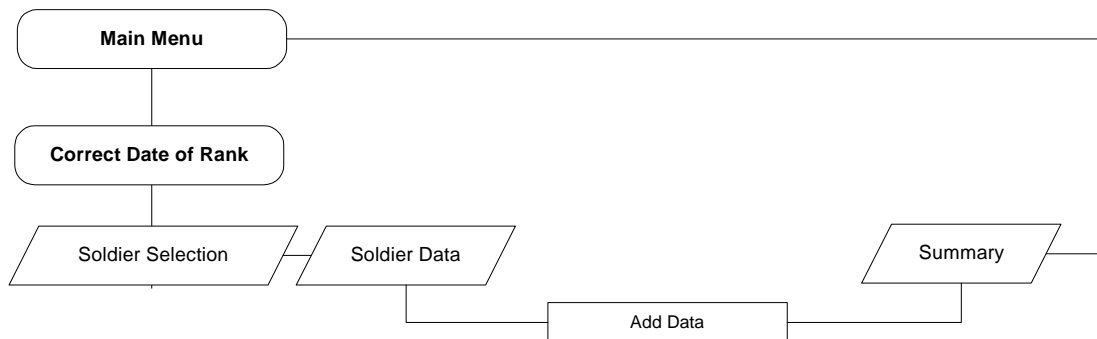
Figure 15–25: Correct Date of Rank Processes

To correct a Soldiers' current Date of Rank and Effective Date of Rank, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Correct Date of Rank—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.8.1   *Correct Date of Rank—Soldier Data*

The Correct Date of Rank—Soldier Data page (shown in Figure 15–26, Correct Date of Rank—Soldier Data) allows you to correct the Date of Rank and Effective Date of Rank for the Soldier's current rank. The system displays the selected Soldier's current Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list. The system displays the Soldier's current Date of Rank and Effective Date of Rank as read-only for verification purposes.

Figure 15–26: Correct Date of Rank—Soldier Data

To correct a date of rank for a Soldier, perform the following steps:

1. You may provide a Corrected Date of Rank. This is a required field.

2. You may provide a Corrected Effective Date of Rank if the information is available.

3. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system will then forward you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Correct Date of Rank—Summary page (shown in Figure 15–27, Correct Date of Rank—Summary) to show all completed actions.

4. Alternatively, you can perform the following:

   - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Correct Date of Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

   - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Correct Date of Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

15.8.1.1 SYSTEM VALIDATIONS

The system performs the following validations:

- The Date of Rank cannot be before the Soldier's DIEMS if the Soldier has a DIEMS.
- The Date of Rank cannot be before the Soldier's PEBD if the Soldier has a PEBD and does not have a DIEMS.
- The Date of Rank cannot be before the Soldier's BASD if the Soldier has a BASD and does not have a DIEMS and PEBD.
- The Date of Rank cannot be before the Soldier's Date of Birth (DOB) if the Soldier has a DOB and does not have a DIEMS, PEBD, and BASD.
- The Date of Rank cannot be before 01/01/1900 if the Soldier does not have a DIEMS, PEBD, BASD, and DOB.

15.8.1.2 TRANSACTIONS TO TAPDB

The system sends Transaction 4233: Date of Rank Correction to TAPDB.

15.8.2 Correct Date of Rank—Summary

The Correct Date of Rank—Summary page lists all successfully processed Soldiers and their corresponding data (Rank, Name, SSN, UIC, New Date of Rank, and New Effective Date of Rank). You have the option to view and/or print the page.

Figure 15–27: Correct Date of Rank—Summary

Click Close to exit the page. The system returns you to the Main Menu.

15.9   Rank History

The Rank History module lists all ranks held by the selected Soldier during his or her Army career, including the ranks' Date of Rank and Effective Date of Rank. **Note:** This function is available for performing actions for enlisted personnel only. You have the option to add, update, or remove one or more ranks. Figure 15–28, Rank History Processes, illustrates the processes in Rank History.
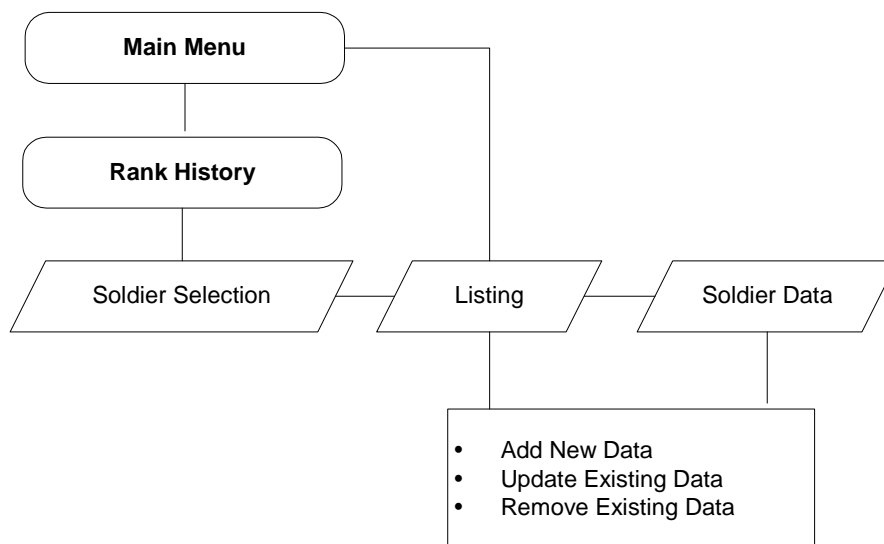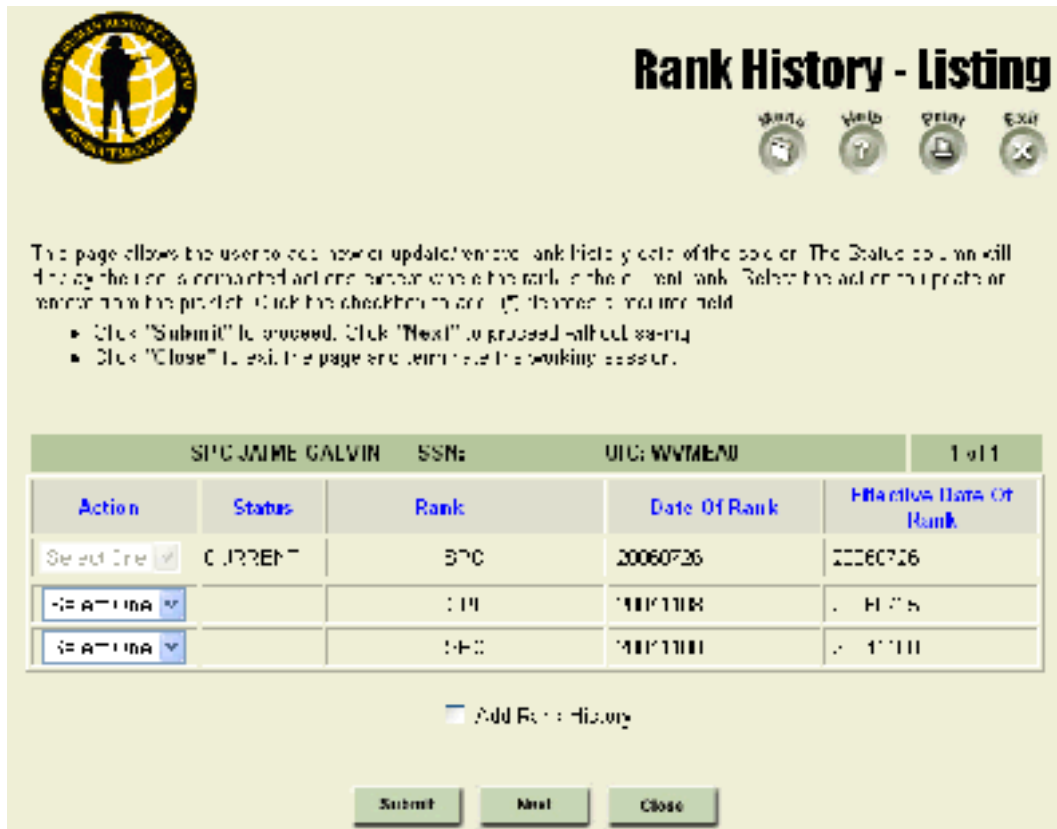
Figure 15–28: Rank History Processes

To add, update, or remove a rank history data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Rank History—Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

15.9.1   Rank History—Listing

The Rank History—Listing page (shown in Figure 15–29, Rank History—Listing) details all ranks held by the Soldier throughout his or her Army career and their corresponding Date of Rank and Effective Date of Rank. The system displays the selected Soldier's current Rank, Name, SSN, and UIC as read-only fields along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list.

Figure 15–29: Rank History—Listing

The following fields are available on this page:

- The Action picklist stores valid actions that you can select: Update, Remove, and View.
- The Status column will be updated after all selected actions are performed.
- The Rank, Date of Rank, and Effective Date of Rank columns list the details of the ranks.

15.9.1.1   UPDATE/REMOVE EXISTING RANK HISTORY

You may select the appropriate action to update or remove one or more existing rank history data using the Action column.

15.9.1.2   ADD NEW RANK HISTORY

To add a new rank history for a Soldier, perform the following steps:

1. You may check the Add Rank History checkbox to add a new rank history for the Soldier.
2. Click Submit to proceed. The system will display the Rank History—Soldier Data page for the first selected action and action type.
3. Click Next to proceed to the next Soldier without saving, if any exists.
4. Click Close to terminate the working session. The system returns you to the Main Menu.

15.9.2   Rank History—Soldier Data—Add Mode

The Rank History—Soldier Data page (shown in Figure 15–30, Rank History—Soldier Data—Add Mode) in Add mode allows you to add a new rank history for the selected Soldier. The system displays the Soldier's current Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list.

Figure 15–30: Rank History—Soldier Data—Add Mode

To add new rank history data for a Soldier, perform the following steps:

1. The system stores the valid range of ranks for the selected Soldier in the New Rank picklist. You may select an appropriate choice. This is a required field.

2. Enter the required Date of Rank and Effective Date of Rank for the selected Rank.

3. Expand the required Rank Change Reason Code picklist and select an appropriate choice that indicates the basis for the rank. Table 15–4, Rank Change Reason Codes and Abbreviations, provides a list of the available values for this picklist. This is an optional field.

Codes	Abbreviations
A	INEFFICIENCY
B	MISCONDUCT
D	DISCH UNDER OTHER THAN HONORABLE COND
F	FAILURE TO COMPLETE SCHOOLING
G	ERRONEOUS ACTION—DATA ENTRY ERROR
H	RESTORATION
I	CORRECTION OF ERRONEOUS REDUCTION
J	CORRECTION OF ERRONEOUS PROMOTION
V	STRIPES FOR BUDDIES

Table 15–4: Rank Change Reason Codes and Abbreviations

4. Expand the required Rank Change Type picklist and select an appropriate choice that indicates the category for the change in rank. Table 15–5, Rank Change Type Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	ADVANCEMENT OF ONLY ONE PAYGRADE
B	ADVANCEMENT OF MORE THAN ONE PAYGRADE
C	REDUCTION
D	LATERAL APPOINTMENT

Table 15–5: Rank Change Type Codes and Abbreviations

5. Click Save to save the current record and proceed to the next action, if one exists. If you had selected to perform additional actions on the current Soldier, the system will loop through all selected actions and will then return you to the Listing page and update the Status column to show all completed actions. **Note:** If the dates entered precede dates associated with the Soldier's current rank, the system displays a message (shown in Figure 5–31) informing you that promotions are handled through the Promotion function; click OK to return to the Rank History Soldier Data page.

eMILPO Message

Please note that the rank dates can not be after or equal to the current rank dates. The promotion activity is accomplished via the promotion function.

OK
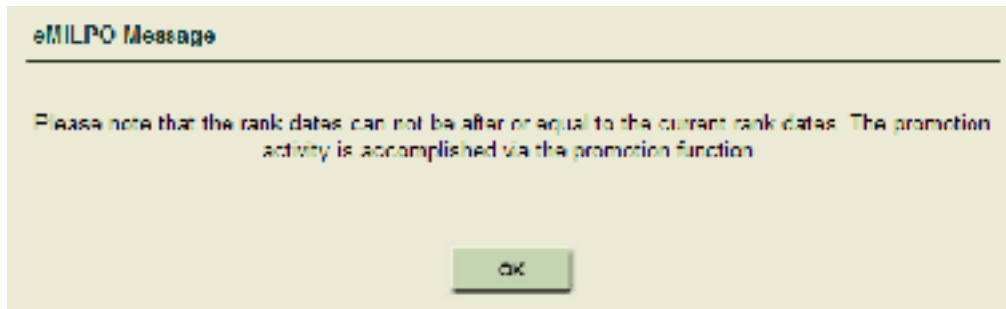
Figure 15–31: Rank History Message

6. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

7. Click Next to skip this action. The system detects data entry on the page and prompts you to save or discard the data. If no other selected action exists, the system returns you to the Listing page and updates the Status column to show all completed actions.

8. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm the session is being terminated. The system then returns you to the Main Menu.

15.9.2.1   SYSTEM VALIDATIONS

The system performs the following validations:

*   The Date of Rank cannot be before the Soldier's DIEMS, if the Soldier has a DIEMS.

*   The Date of Rank cannot be before the Soldier's PEBD, if the Soldier has a PEBD and does not have a DIEMS.

*   The Date of Rank cannot be before the Soldier's BASD, if the Soldier has a BASD and does not have a DIEMS and PEBD.

*   The Date of Rank cannot be before the Soldier's Date of Birth (DOB), if the Soldier has a DOB and does not have a DIEMS, PEBD, and BASD.

*   The Date of Rank cannot be before 01/01/1900, if the Soldier does not have a DIEMS, PEBD, BASD, and DOB.

15.9.3   Rank History—Soldier Data—Update Mode

The Rank History—Soldier Data page in Update mode allows you to revise current rank history data for the selected Soldier. The system displays the selected Soldier's current Rank, Name, SSN, UIC, PMOS, and Action as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list. The system populates the fields with the data recorded for the selected rank history and allows you to edit the data. The Date of Rank is editable. The Rank Change Type and Rank Change Reason are optional. You may click Save, Next, or Close.

15.9.4   Rank History—Soldier Data—View Mode

The Rank History—Soldier Data page in View mode allows you to view existing rank history data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC,

and Action as read-only as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To view current rank history data for a Soldier, perform the following steps:

1. The system displays the current values for the selected rank history as read-only.

2. Click Save to proceed. The system will prompt you to confirm the data are being removed from the Soldier's record. The system then forwards you to the next selected action.

3. Alternatively, you may click Next or Close.

15.9.5   Rank History—Soldier Data—Remove Mode

The Rank History—Soldier Data page in Remove mode allows you to view and remove an existing rank history for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove rank history data for a Soldier, perform the following steps:

1. The system displays the current values for the selected rank history as read-only.

2. Click Save to proceed. The system will prompt you to confirm the data are being removed from the Soldier's record. The system then forwards you to the next selected action.

3. Alternatively, you may click Next or Close.

15.10   Promotions Reports

15.10.1   Promotion Report—UIC Selection

The Promotion Report—UIC Selection allows the authorized user to select a UIC to generate one of two Promotions reports: the AAA-117 or AAA-294.

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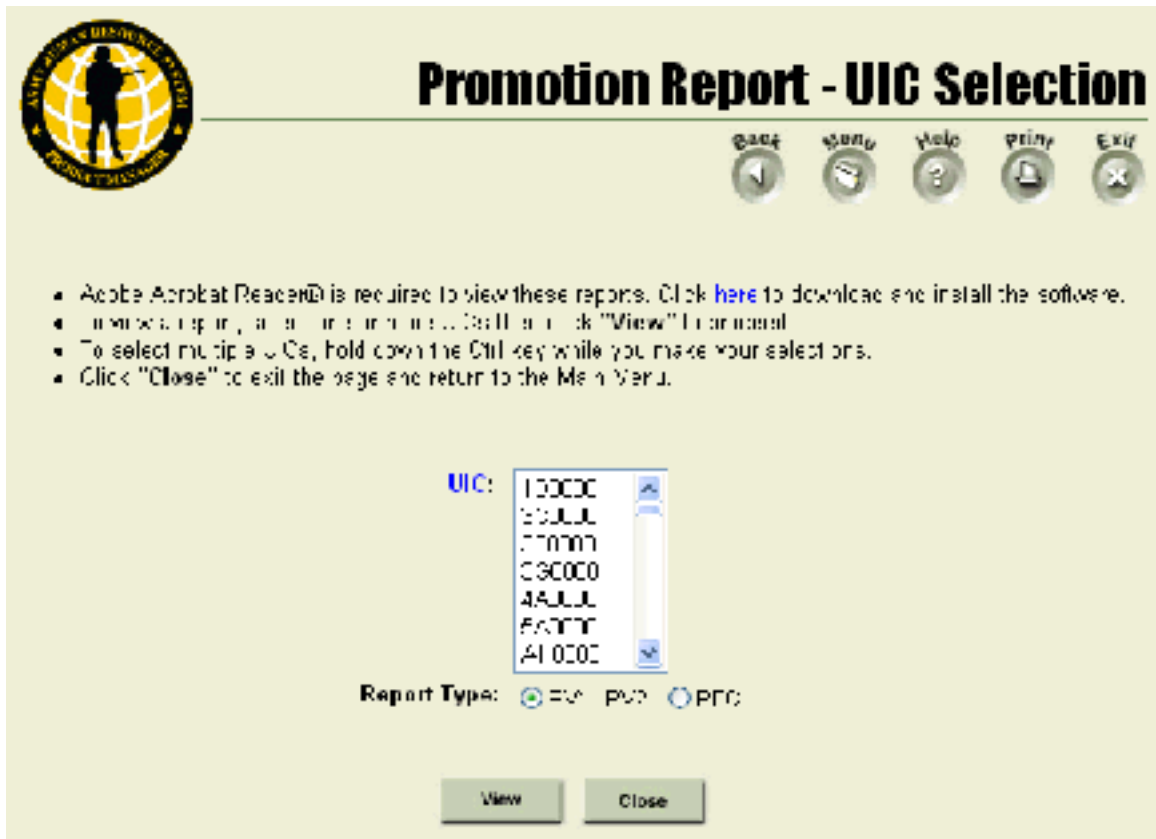
Figure 15–32: Promotion Report—UIC Selection

15.10.1.1 ENLISTED ADVANCEMENT REPORT (AAA-117)

To generate the Enlisted Advancement Report, perform the following steps:

1. The system displays the UICs accessible to you in the UIC picklist.
2. Select one or more UICs by clicking on the UIC of choice.
3. Select report type: PV1 and PV2 for Company, PFC for Battalion Role Up for SPC Promotions.
4. Click View to proceed. The system generates the report in Adobe Acrobat format. You will need to download and install Adobe Acrobat Reader to view the report. Click on the corresponding link to download and install Reader.
5. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

15.10.1.2 ENLISTED PROMOTION REPORT

To generate the Enlisted Promotion Report, perform the following steps:

1. The system displays the UICs accessible to you in the UIC picklist.
2. Select a UIC by clicking on the UIC of choice. You may only select one UIC at a time.
3. Click View to proceed. The system generates the report in Adobe Acrobat format.
4. You will need to download and install Adobe Acrobat Reader. Click the corresponding link to download and install Reader.
5. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

15.10.2 Enlisted Advancement Report (AAA-117)

The Enlisted Advancement Report (shown in Figure 15–33, Enlisted Advancement Report [AAA-117])—combining the AAA-117 and AAA-119 reports—allows the authorized user to view the promotion recommendation for enlisted Soldiers from E1 to E2 and E2 to E3. The report is based on the selected Associated UIC and subunits at the company level. Access the report by clicking on the corresponding hyperlink from the Main Menu.

Figure 15–33: Enlisted Advancement Report (AAA-117)

The system generates the report as an Adobe Acrobat .PDF file. You have the option to view, print, or save the file to a local media of choice within the Adobe Acrobat Reader framework. The system displays the Associated UIC and Date of Report as read-only. The system then generates the report categorized by rank for the following categories:

- Fully Eligible for Promotion
- Eligible for Promotion with Waiver

Not Eligible for Promotion Each category is displayed with the following corresponding data:
- Name
- SSN

- MOS (Military Occupation Specialty)
- Rank
- BASD (Basic Active Service Date)
- TIS (Time in Service)
- DOR (Date of Rank)
- TIG (Time in Grade)
- PSS (Personnel Security Status)
- PHY CAT (Physical Category)
- Advancement Action (Yes or No)
- Remarks

The system also displays the Waiver Allocation Report for the following categories:
- Total Number of Soldiers Assigned and Attached
- Total Allowance with Waiver
- Number of Soldiers with Less than Required TIS
- Total Waivers Authorized

Click the "**X**" icon on the browser toolbar or select File and then Exit within Adobe Acrobat Reader to exit the page.

15.10.3   Enlisted Promotion Report (AAA-294)

The Enlisted Promotion Report (AAA-294)—shown in Figure 15–34, Enlisted Promotion Report (AAA-294)—allows you as an authorized user to view the promotion recommendation for enlisted Soldiers from E4 to E5 and E5 to E6. The report is based on the selected Associated UIC and subunits at the battalion level. Access the report by clicking on the corresponding hyperlink from the Main Menu.

Figure 15–34: Enlisted Promotion Report (AAA-294)

The system generates the report as an Adobe Acrobat .PDF file. You have the option to view, print, or save the file to a local media of choice within the Adobe Acrobat Reader framework.

The system displays the Associated UIC and Date of Report as read-only. The system then generates the report categorized by rank for the following categories:

- Fully Eligible for Promotion
- Eligible for Promotion with Waiver

Not Eligible for Promotion Each category is displayed with the following corresponding data:

- Name
- SSN
- MOS (Military Occupation Specialty)
- Rank
- BASD (Basic Active Service Date)
- TIS (Time in Service)
- DOR (Date of Rank)
- TIG (Time in Grade)
- PSS (Personnel Security Status)

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- PHY CAT (Physical Category)
- Promotion Action (Yes or No)
- Commander DTY PERF PTS (Commander Duty Performance Point)
- Remarks

Click the "**X**" icon on the browser toolbar or select File and then Exit within Adobe Acrobat Reader to exit the page.

16. READINESS

The Readiness module provides an aggregate view of a unit's personnel, strength, and readiness status. Readiness offers the following functions within eMILPO:

- Personnel Asset Visibility Report (PAVR)—The PAVR is the Personnel portion of the USR.
- Human Resource Authorizations Report (HRAR)—The HRAR simulates the UMR.
- Individual Non-Available Deployment Tracking
- Mass Non-Available Deployment Tracking

Figure 16–1, Readiness Processes, illustrates the processes in Readiness.
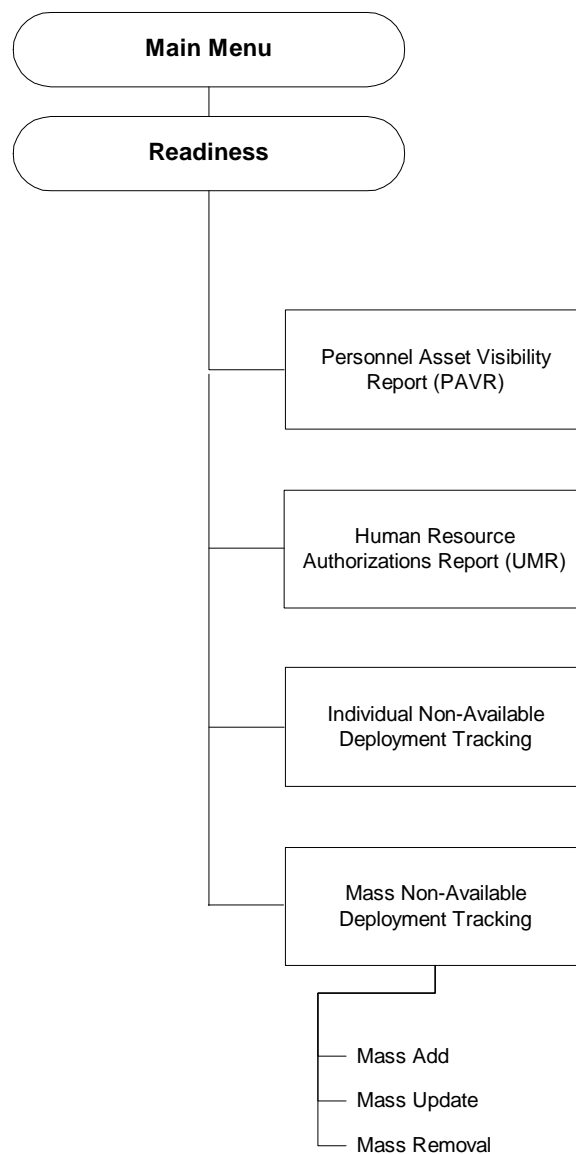
Figure 16–1: Readiness Processes

16.1   Personnel Asset Visibility Report (PAVR)

The Personnel Asset Visibility Report (PAVR) provides information related to a unit's readiness for deployment. The report includes analysis sections related to Soldier availability and MOS qualification. Figure 16–2, PAVR Processes, illustrates the processes in the PAVR.
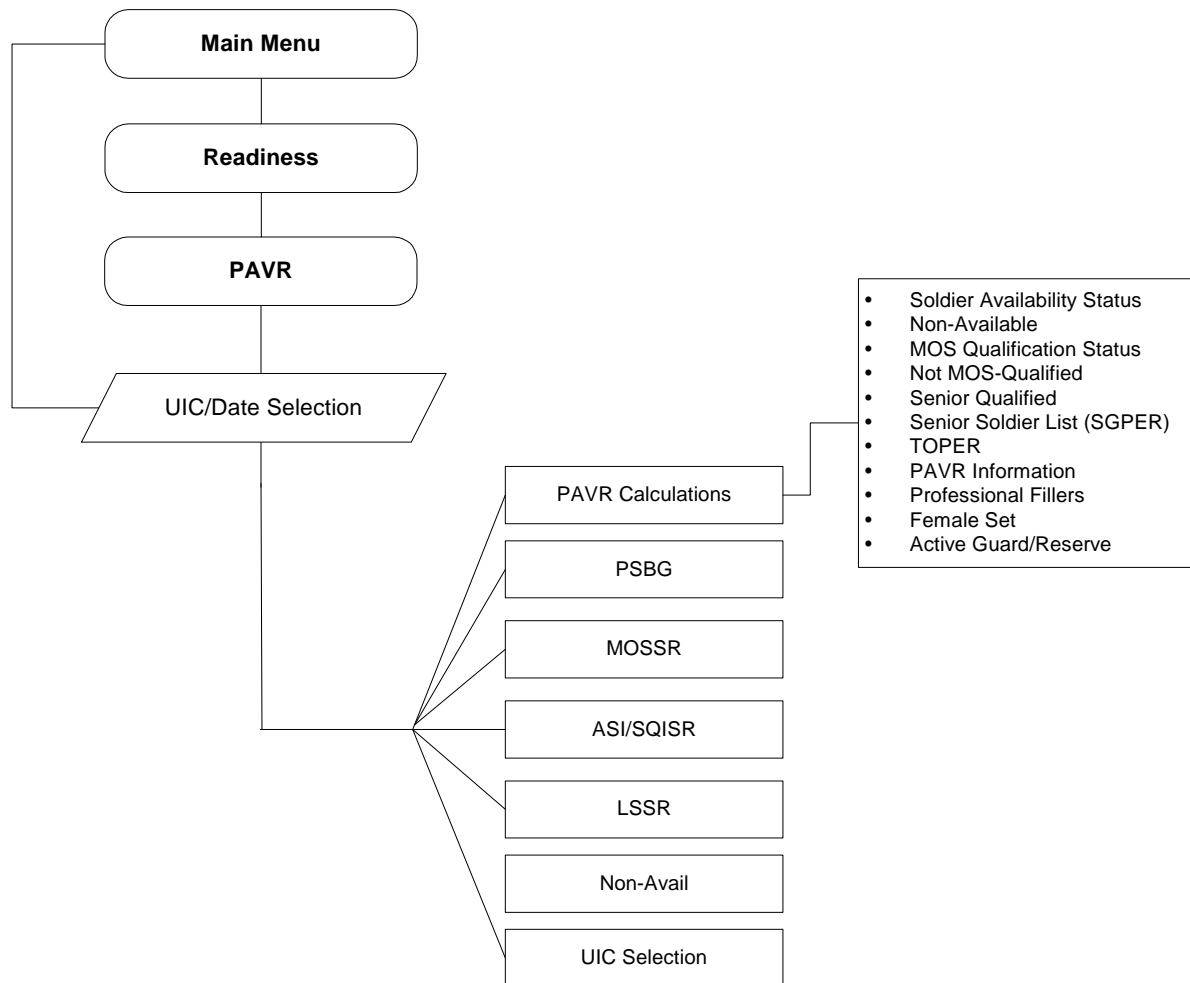
Figure 16–2: PAVR Processes

16.1.1   PAVR—UIC Selection

The UIC Selection page (shown in Figure 16–3, PAVR—UIC Selection) for the PAVR displays the UICs accessible to you based on the *e*MILPO UIC hierarchy. **Note:** The UICs displayed must be active or have a child UIC that is active as well.
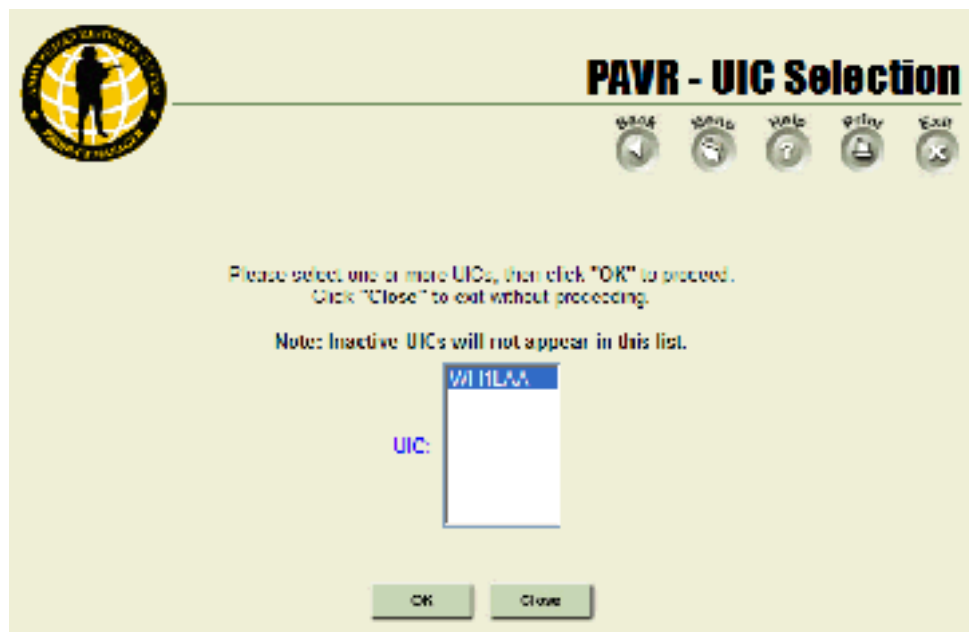
Figure 16–3: PAVR—UIC Selection

To select a UIC, perform the following steps:

1. Select a UIC from the UIC picklist. You may select more than one UIC. If you select more than one UIC, the system defaults to the current document for each UIC.

2. Click OK to proceed. If you selected more than one UIC, the system displays the PAVR Calculations page.

3. If you selected one UIC, the system displays the PAVR – Date Selection page (shown in Figure 16–4, PAVR—Date Selection). Select a date from the Document Effective Date picklist (values available include the current and immediate future document, if available).
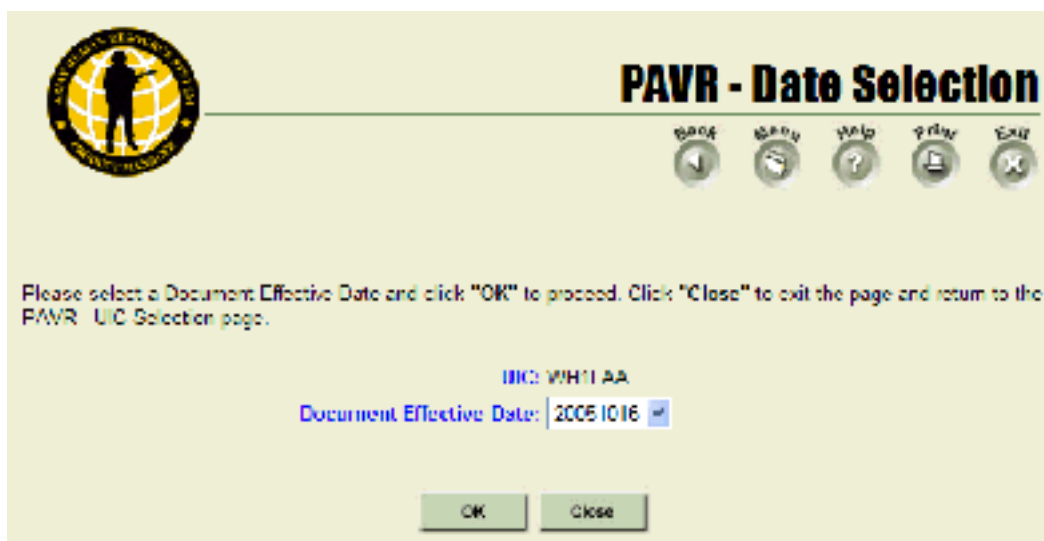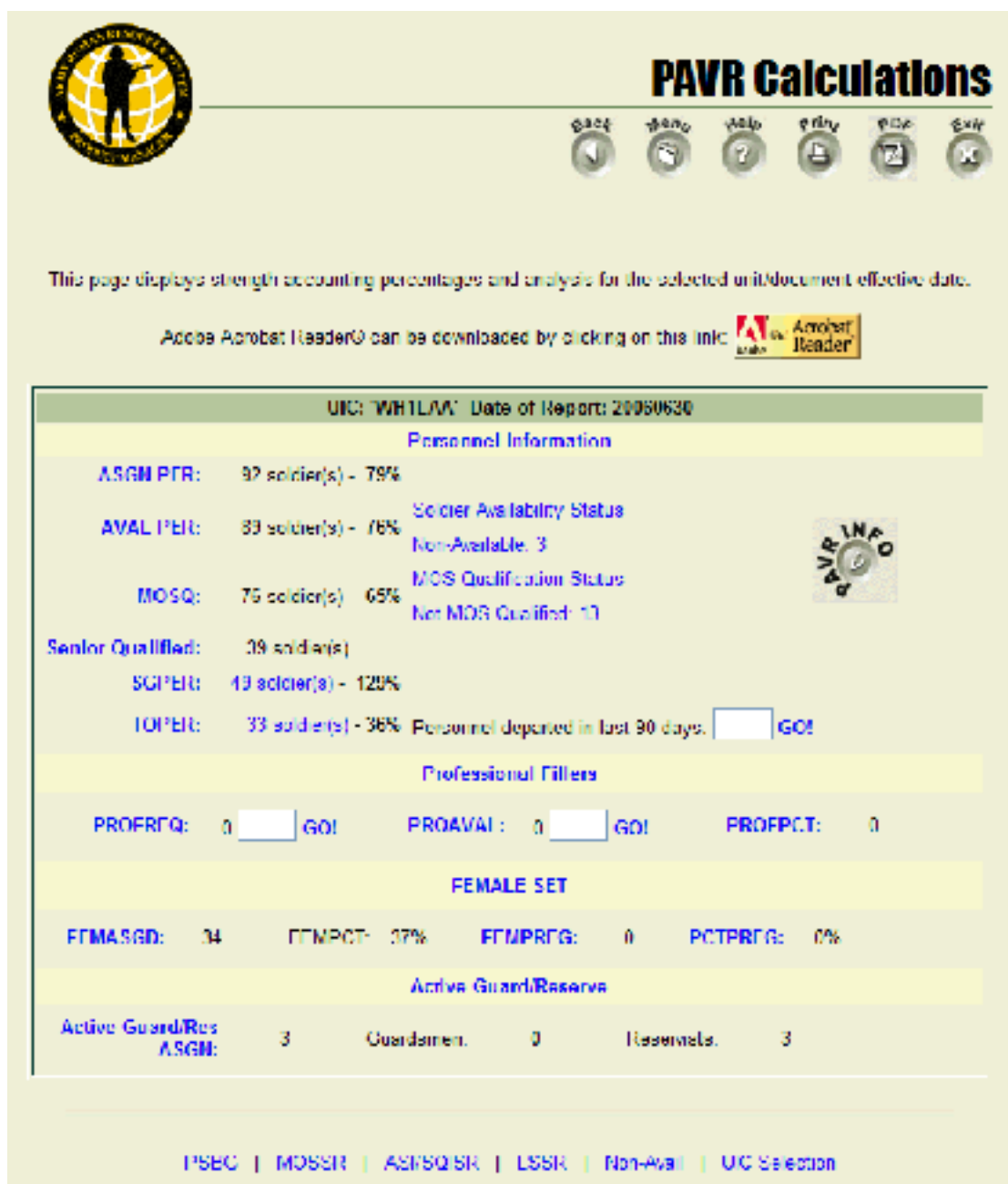
Figure 16–4: PAVR—Date Selection

4. Click OK to proceed.

5. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

16.1.2   PAVR Calculations

The PAVR Calculations page—shown in Figure 16–5, PAVR Calculations (Single UIC)—offers the following calculations related to strength accounting for the selected unit and document effective date:

- Personnel Information
    - Assigned Strength Percentage (ASGN PER)
    - Available Strength Percentage (AVAL PER)
    - Military Occupational Specialty Qualified Percentage (MOSQ)
    - Senior Qualified
    - Senior Grade Percentage (SGPER)
    - Personnel Turnover Percentage (TOPER)
    - Soldier Availability Status
    - Non-Available
    - MOS Qualification Status
    - Not MOS-Qualified
    - Senior Grade Listing
- Professional Fillers
- FEMALE SET
- Active Guard/Reserve
- PAVR Info

Figure 16–5: PAVR Calculations

Note: Hyperlinks to Personnel Information reports appear in blue when enabled. The reports are not enabled if there are no data to report for that category (for example, Non-Available). The exception is that the link to TOPER (Turnover) is always enabled. The ability to override the TOPER count may result in the number of Soldiers displayed for turnover differing from the count shown on the Calculations screen.

If you selected more than one UIC, the system disables the TOPER hyperlink and Professional Fillers data entry fields are disabled, as shown in Figure 16–6, PAVR Calculations (Multiple UICs).
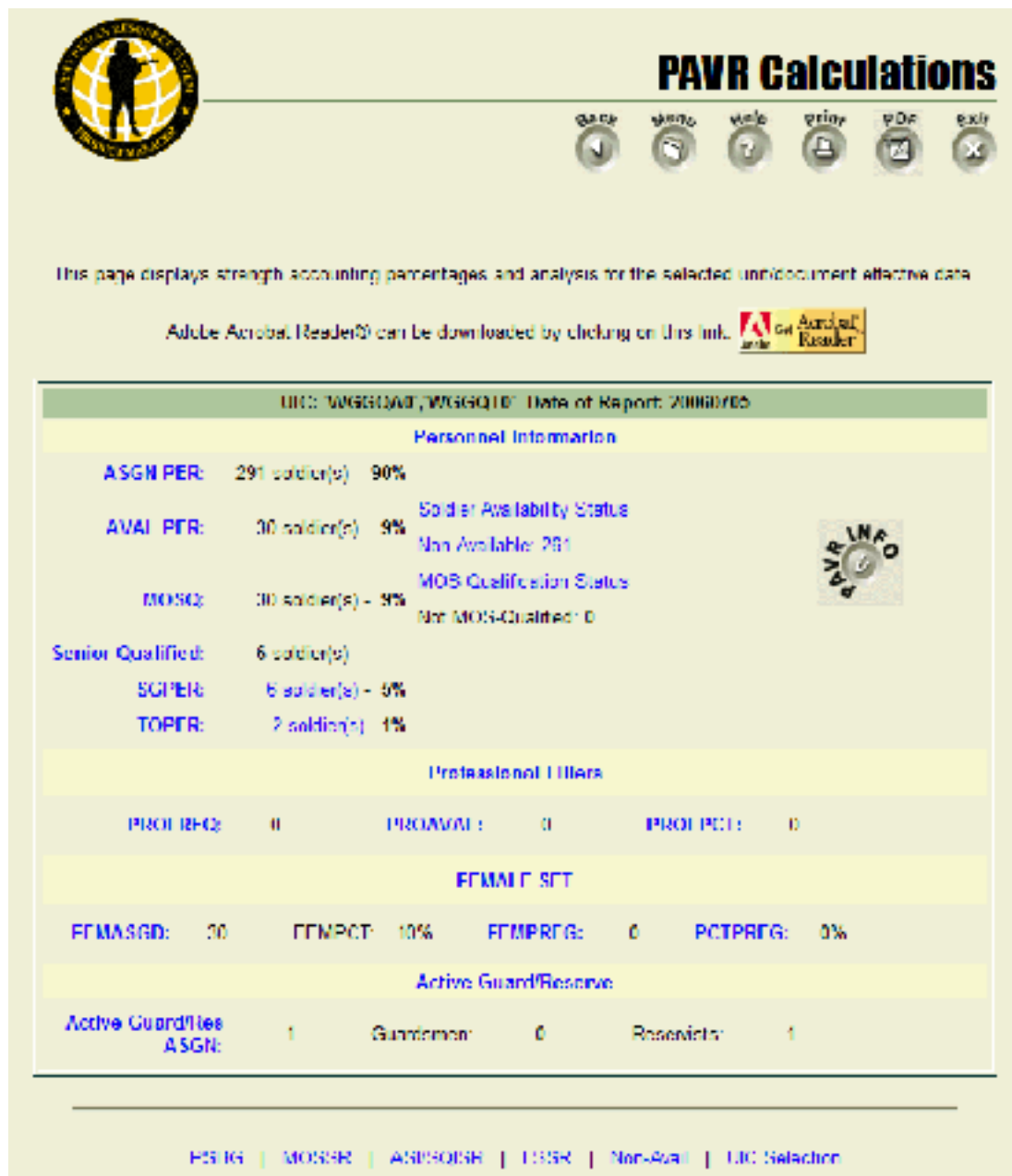
Figure 16–6: PAVR Calculations (Multiple UICs)

The PAVR Calculations page also provides hyperlinks to the following sections for the authorized user. You can navigate to these sections by clicking on the corresponding hyperlinks at the bottom of the page.

- **PSBG**—Personnel Strength by Grade Report
- **MOSSR**—Military Occupational Specialty Shortage Report
- **ASI/SQISR**—Additional Skill Identifier/SQI Shortage Report

- **LSSSR**—Language Skill Shortage Report
- **Non-Avail**—Non-Avail Report

Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

16.1.2.1   PERSONNEL INFORMATION

Personnel Information section contains assigned, available, MOS, senior grade, and turnover strength percentages for the unit.

- **ASGN PER** (Assigned Strength Percentage)—This is calculated by dividing the unit's assigned strength by its required strength.

- **AVAL PER** (Available Strength Percentage)—This is calculated by dividing the unit's available strength by its required strength. You can view a list of unavailable Soldiers by clicking on the corresponding hyperlink. The authorized user can also alter the availability status of a Soldier by designating him or her as such when clicking on the corresponding checkbox.

  - **Soldier Availability Status**—This option allows you to query the system for a list of available Soldiers by name or SSN. You can then view and/or alter the availability status of the Soldiers by selecting a reason for unavailability.

  - **Non-Available**—This option displays those soldiers currently unavailable because they have an open deployment record or are currently attached out to another unit. You can alter the availability status by checking the Waiver checkbox and clicking Submit.

  Note: When overriding an unavailable status, the change is confined to the PAVR only. No transaction is sent to TAPDB, and no update is made to the Soldier's deployment record. However, if the user declares a Soldier as unavailable through PAVR processing, a record will be added to the database for the deployment limitation, and a transaction will be sent to TAPDB.

  Note 2: A Soldier may be available though not assigned to a unit if that Soldier is attached to the unit at the time of the report. A Soldier counted toward the ASGN PER may not count for the AVAL PER if that Soldier is attached to a different unit at the time of the report or if that Soldier has a deployment limitation code that has not expired. The percentage is calculated against the required unit strength in the same way as the ASGN PER.

- **MOSQ** (Military Occupational Specialty Qualified Percentage)—This is based on a comparison of available MOS-qualified personnel and required MOS-qualified personnel. Available MOS-qualified strength cannot exceed available strength. You can view a list of Not MOS-Qualified Soldiers by clicking on the corresponding link. You can also alter the availability status of a Soldier by designating him or her as such when clicking on the corresponding checkbox.

  - The **MOS Qualification Status** option allows you to query the database to search for and review an individual Soldier's qualification and suitability to perform the task assigned, to view all Soldiers performing or possessing a selected MOS/AOC, to view

all Soldiers performing their primary or secondary MOS/AOC, or to view the status of all Soldiers within the unit. The system submits the result of the search and allows the authorized user to view and alter the MOS qualification status of the selected Soldiers. Please refer to the Help section on MOS Qualification Status for more details.

- The **Not MOS-Qualified** page displays Soldiers who meet the following conditions:

  - The skills possessed by the Soldiers are not required among the unit's authorizations.

  - The Soldier's skills may be required, but there is a surplus of unit personnel available to fill the requirements.

  - You have previously, during the session, declared the Soldier to be not qualified for the role allocated.

- **Senior Qualified**—This field displays the number of senior grade Soldiers (E4 Promotable or above) who have been allocated to an MOS requirement by the PAVR slotting logic.

- **SGPER** (Senior Grade Percentage)—This is based upon availability in the same way as the AVAL PER, but it looks only at required strength and available strength for promotable E4 Soldiers and for grades higher than E4.

- **TOPER** (Personnel Turnover Percentage Calculation)—This displays the turnover percentage of the unit during the previous 3 months for conditions of arrival to another unit, HQDA reassignment, PCS Departure, transition from the Army, and deceased Soldiers. In addition, enlisted Soldiers containing an expired ETS date are shown as pending departures. The system determines the percentage by dividing the number of Soldiers who have left the unit in the time period by the current assigned strength and multiplying the result by 100. To override the calculation, you can enter the number of personnel who have departed the unit in the past 90 days (from the date of the report, which is the 15th of the current month) and click GO! to proceed. **Note:** This field is read-only if you select more than one UIC.

- **Senior Grade Listing**—The Senior Grade Listing report displays a list of the senior grade Soldiers who are assigned or attached to the unit. Senior grade Soldiers are those Soldiers who are grade E4 or above or who are currently E4 and eligible for promotion.

16.1.2.2   PROFESSIONAL FILLERS

The Professional Fillers section determines Professional Fillers requirements based on the medical MOS/AOC in which the authorization document indicates a greater required strength than authorized strength for the position. **Note:** The PROFREQ and PROAVAL are read-only if you selected more than one UIC. The set includes the following:

- **PROFREQ**—This is the number of professional filler Soldiers (for example, doctors) that are required in a unit.

- **PROAVAL**—This is the number of professional filler Soldiers currently assigned to the unit.

- **PROFPCT**—This is the percentage of professional filler Soldiers assigned to the unit.

16.1.2.3   FEMALE SET

The FEMALE Set contains information related to the female Soldiers assigned to the unit. The set includes the following:

- **FEMASGD**—This is the total number of female Soldiers assigned to the unit.
- **FEMPREG**—This is the total number of female Soldiers who are pregnant.
- **PCTPREG**—This is the percentage of female Soldiers assigned to the unit who are pregnant.

16.1.2.4   ACTIVE GUARD/RESERVE

The Active Guard/Reserve section contains information related to the National Guard and Reserve Soldiers who are currently serving in an active role at the selected unit. This set includes the following:

- **Active Guard/Res ASGN**—The total number of Guardsmen and Reservists on active duty assigned to a unit.
- **Guardsmen**—The number of Guardsmen on active duty assigned to a unit.
- **Reservists**—The number of Reservists on active duty assigned to a unit.

16.1.3   PAVR Information

The PAVR Info link on the PAVR Calculations page directs you to the PAVR Information page (shown in Figure 16–7, PAVR Information). The PAVR Information page displays a list of Soldiers whose status has been updated for the current document. This page also displays overrides to non-availability, MOS qualification, and MOS non-qualification that have occurred during a previous session and the override is not 60 days old.

Figure 16–7: PAVR Information

16.1.4   *Soldier Availability Status*

The Soldier Availability Status page—shown in Figure 16–8, Soldier Availability Status (Single UIC)—allows you as an authorized user to query the database to view and, if the option is available, modify a Soldier's availability status by declaring the designation unavailable. The update availability status fields are disabled if more than one UIC is selected, as shown in Figure 16–9, Soldier Availability Status (Multiple UICs).

Figure 16–8: Soldier Availability Status (Single UIC)

Figure 16–9: Soldier Availability Status (Multiple UICs)

To view and modify a Soldier's availability status, perform the following steps:

1. To search for a Soldier, enter the Soldier's SSN or name in the corresponding text box or select the Soldier's SSN/Name from the corresponding picklist and then click Search to submit. If the Soldier's record is found in the database, the system displays the Soldier's data and availability status in the table below the search box. The list of Soldiers is sorted by name. You can create a list of more than one Soldier by performing additional searches; the system adds the Soldiers to the list already displayed.

2. Select the reason for the change in status from the Non-Available Reason. This is a required field.

3. Select the Soldier's availability status from the Non-Available Status picklist. This is a required field.

4. Enter the start and end date for the timeframe during which the Soldier is not available in the Start Date and End Date fields. **Note:** The end date is required if the NAT – NON-AVAILABLE-TEMP status is selected.

5. Click Submit to proceed. If you make a Soldier unavailable, the system updates the PAVR Calculations percentages as follows:

- The ASGN PER and TOPER is not updated because the assigned count and turnover have not been altered.

- The AVAL PER is decreased because one Soldier will have been subtracted from the Available count from which this percentage is determined.

- The MOSQ may be decreased if the Soldier processed is not already in a "Not MOS qualified status," in which case the Soldier will not have counted toward this percentage. If the MOS that the Soldier possesses does not have a surplus of available personnel, the system retrieves one of the surplus Soldiers to fill the vacated position.

- The SGPER is updated if the Soldier being processed is of a grade higher than E4.

- The list of Non-Available Soldiers is updated to reflect any updates made, with that Soldier added to the Non-Available list with the reason specified. The link to the Non-Available list from the PAVR Calculations page has its count incremented by one.

- The PSBG page is updated for the grade of the Soldier processed and reduces the Available column by one for the Soldier's grade. The link for that grade from the PSBG page now reflects that Soldier's unavailable status and reason.

- The Non-Avail page also reflects this change, incrementing the count of Soldiers unavailable against the reason provided in this update.

- The Commander Overrides table on the PAVR Information page is updated to reflect any changes to Soldier status made on this page.

- The MOSSR page is updated if the updates cause the Soldiers' previously assigned skills to become shortage skills or if the updates cause an already identified shortage skill to be further affected.

6. Click Close to exit the page without making any changes. The system returns you to the PAVR Calculations page.

The system sends the following updates and transactions:

- The system creates an open PERSTEMPO event and sends Transaction 4455 if the Soldier's deployment status is NAT - NON-AVAILABLE-TEMP and the reason is DP – DEPLOYED and if the Soldier does not have any open PERSTEMPO events.

- The system closes any open PERSTEMPO events and sends Transaction 4455 when the Soldier's deployment status is NAT - NON-AVAILABLE-TEMP and the reason is DP – DEPLOYED and the Soldier has an open PERSTEMPO event.

16.1.5   Non-Available

The Non-Available page (shown in Figure 16–10, Non-Available [Single UIC]) displays a list of Soldiers, along with the corresponding reasons, who are not available for deployment for the selected unit and document effective date combination. You have the option to view and override a Soldier's availability status. This page also provides the ability to clarify the reason for parenthood by specifying pregnancy or postpartum. Modifying a Soldier's status to pregnancy affects the FEMPREG and PCTPREG values on the PAVR Calculations screen. To access the Non-Available page, select the Non-Available hyperlink from the PAVR Calculations page.

Figure 16–10: Non-Available (Single UIC)

To modify the availability status of a Soldier, perform the following steps:

1. Click the Waiver checkbox.
2. If the non-availability reason is PH, select the appropriate reason from the Reason picklist.
    Available values include Parenthood, Parenthood (Pregnancy), or Parenthood (Postpartum).
    Note: You cannot change the PH reason and waive the Soldier simultaneously.
3. Click Submit to proceed. The system recalculates the Available Strength Percentage
    accordingly.
4. To exit the page without altering any status, click Close.

If you selected more than one UIC, the system displays the Rank, Name, PMOS/PAOC, as read only—as shown in Figure 16–11, Non-Available (Multiple UICs). Click Close to return to the PAVR Calculations page.

Figure 16–11: Non-Available (Multiple UICs)

16.1.6   MOS Qualification Status

16.1.6.1   MOS QUALIFICATION STATUS—SELECTION

The MOS Qualification Status—Selection page (shown in Figure 16–12, MOS Qualification Status—Selection) allows you to query the database for and review an individual Soldier's qualification and suitability to perform the task assigned, to view all Soldiers performing or possessing a selected MOS/AOC, to view all Soldiers performing their primary or secondary MOS/AOC, or to view the status of all Soldiers within the unit.

Figure 16–12: MOS Qualification Status—Selection

To view or modify Soldiers' duty assignment details, perform the following steps:

1. Accept the system-defaulted Search by Soldier or MOS/AOC radio button.

2. Enter a Soldier's name in the Name field or select the name from the picklist. Alternatively, you can enter an MOS/AOC in the text-entry field or select the MOS/AOC from the corresponding picklist. The system facilitates the key entry by providing a type-ahead function for both fields. Click Search to submit.

3. Alternatively, you may also search using the following criteria:

    *   You may choose to search for all Soldiers allocated within the PAVR to their primary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by PMOS/PAOC radio button and then click Search to submit.

    *   You may choose to search for all Soldiers allocated within the PAVR to their secondary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by SMOS/SAOC radio button and then click Search to submit.

    *   You may choose to search for all Soldiers allocated within the PAVR to their primary or secondary MOS/AOC. The system allows updates of those Soldiers. Select the View All Soldiers with Assigned MOS/AOC radio button and then click Search to submit.

4. The system displays the MOS Qualification–Data page.

5. Click Close to exit the page without proceeding.

16.1.6.2 MOS QUALIFICATION STATUS—DATA (STATUS BY SOLDIER)

The MOS Qualification Status—Data, Status by Soldier page displays the result of the query that you performed on the MOS Qualification Status—Selection page.

To modify MOS Qualification Status by Soldier, perform the following steps:

1. If you have selected to search by Soldier, the system displays the Soldiers' Rank, Name, Primary MOS/AOC, assigned MOS/AOC, and a Not Qualified checkbox allowing you to designate the Soldier as not qualified to perform the associated MOS/AOC. You have the option to update the Soldier's MOS Qualification (for the report's purposes only) by clicking in the Not Qualified checkbox, as shown in Figure 16–13, MOS Qualification Status—Data, Status by Soldier (Single UIC). **Note**: If you selected more than one UIC, the Not Qualified checkbox is not displayed, as shown in Figure 16–14, MOS Qualification Status—Data, Status by Soldier (Multiple UICs).

Figure 16–13: MOS Qualification Status—Data, Status by Soldier (Single UIC)

2. You can then click Submit to proceed.
3. The Military Occupational Specialty count and percent (MOSQ) is recalculated. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.

Figure 16–14: MOS Qualification Status—Data, Status by Soldier (Multiple UICs)

16.1.6.3   MOS QUALIFICATION STATUS—DATA (STATUS BY MOS/AOC)

The MOS Qualification Status—Data, Status by MOS/AOC page displays the result of the query that you performed on the MOS Qualification Status—Selection page.

To view MOS Qualification Status by MOS/AOC, perform the following steps:

1. If you have selected to view the status of a specific MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength and Overstrength counts based for the selected criteria, as shown in Figure 16–15, MOS Qualification Status—Data, Qualified by MOS/AOC.

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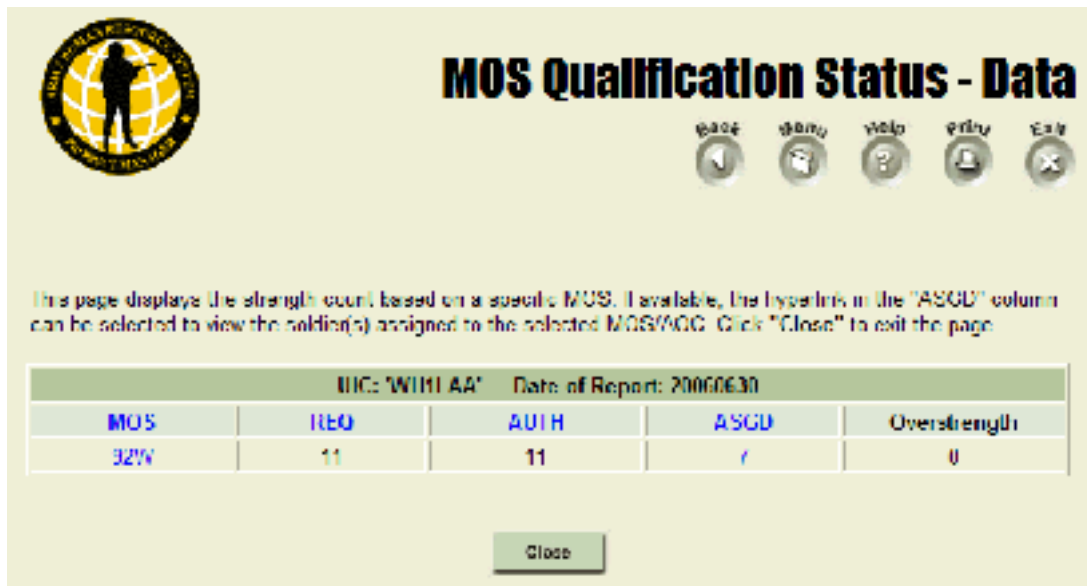
Figure 16–15: MOS Qualification Status—Data, Qualified by MOS/AOC

2. If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned
    to the selected MOS/AOC, as shown in Figure 16–16, Soldiers Assigned. Click Close to exit
    the page.

Figure 16–16: Soldiers Assigned

3. Click Close. The system returns you to the MOS Qualification Status—Selection page.

16.1.6.4   MOS QUALIFICATION STATUS—DATA (STATUS BY PMOS/PAOC OR SMOS/SAOC)

The MOS Qualification Status—Data, Status by PMOS/PAOC (or by SMOS/SAOC if you
selected the View Soldiers Qualified by SMOS/SAOC radio button) page displays the result of
the query that you performed on the MOS Qualification Status—Selection page.

To modify MOS Qualification Status by PMOS/PAOC or SMOS/SAOC, perform the following steps:

1. The system displays the Soldiers' Rank, Name, Primary MOS/AOC, Secondary MOS/AOC, and a Not Qualified checkbox allowing you to designate the Soldier as not qualified to perform the associated MOS/AOC. You have the option to update the Soldier's status (for the report's purposes only) by clicking in the Not Qualified checkbox, as shown in Figure 16–17, MOS Qualification Status—Data, Status by PMOS/PAOC (Single UIC). **Note:** If you selected the View Soldiers Qualified by SMOS/SAOC radio button, the system displays the screen shown in Figure 16–18, MOS Qualification Status—Data, Status by SMOS/SAOC (Single UIC).

2. If you selected more than one UIC, the Not Qualified checkbox is not displayed.

Figure 16–17: MOS Qualification Status—Data, Status by PMOS/PAOC (Single UIC)

3. You can then click Submit to proceed.

4. The Military Occupational Specialty Percent (MOSQ) is recalculated. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.

Figure 16–18: MOS Qualification Status—Data, Status by SMOS/SAOC (Single UIC)

Figure 16–19: MOS Qualification Status—Data, All Soldiers With Assigned MOS/AOC (Single UIC)

16.1.7   Not MOS-Qualified

The Not MOS-Qualified page (shown in Figure 16–20, Not MOS-Qualified [Single UIC]) displays Soldiers who meet the following conditions:

- The skills possessed by the Soldiers are not required among the unit's authorizations.
- The Soldier's skills may be required but there is a surplus of unit personnel available to fill the requirements.
- You have previously during the session declared the Soldier to be not qualified for the role allocated.

For any Soldiers who have not been associated (within the PAVR session) to a required position for the unit/document effective date, the system retrieves the reason (again determined internally to the PAVR). Along with the reasons for the non-qualifications, the system displays Soldier details, including rank, name, and PMOS/PAOC. The screen allows you to override the MOS qualification status of one or more Soldier. **Note:** If you selected more than one UIC, this function is not enabled; the data are displayed read-only (as shown in Figure 16–21, Not MOS-Qualified [Multiple UICs]).
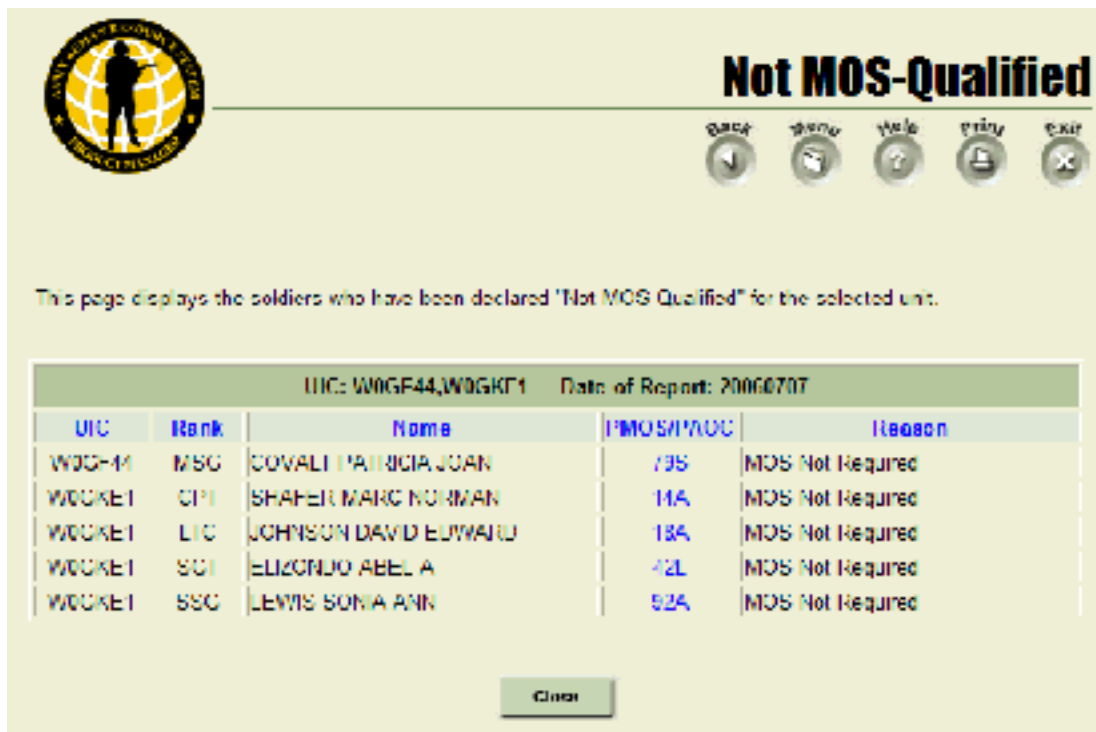
Figure 16–20: Not MOS-Qualified (Single UIC)

Figure 16–21: Not MOS-Qualified (Multiple UICs)

To modify the MOS qualification status of a Soldier, perform the following steps:

1. Click on the corresponding checkbox in the Waiver column to update the Soldier's status for purposes of the report. You may not override the status of Unavailable Soldiers through this page. This is done by navigating instead to the Unavailable Soldiers page. **Note:** If you selected more than one UIC, the Waiver column is not displayed.

2. Click Submit to proceed.

3. To exit the page without making changes, click Close.
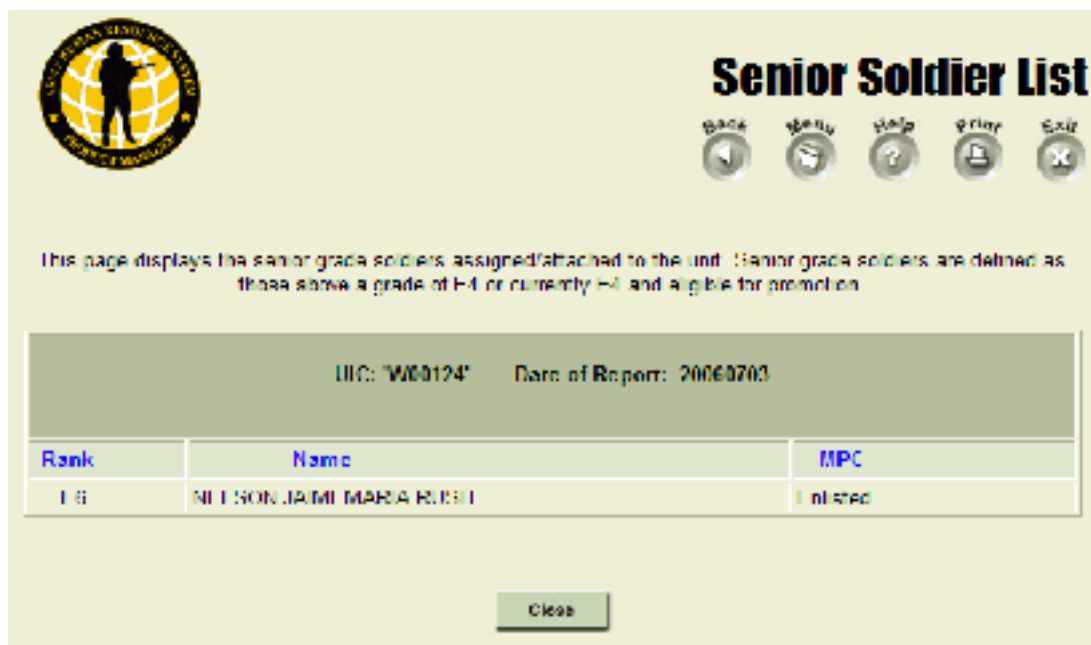
16.1.8   *Senior Grade Listing Report*

The Senior Grade Listing report displays a list of the senior grade Soldiers who are assigned or attached to the unit. Senior grade Soldiers are those Soldiers who are grade E4 or above or who are currently E4 and eligible for promotion. To view the Senior Soldier List, perform the following steps:

1. On the PAVR Calculations screen, click the number of Soldiers hyperlink to the right of SGPER.

2. The system displays the Senior Soldier List, shown in Figure 16–22.

3. Click Close to return to the PAVR Calculations page.

Figure 16–22: Senior Grade Listing Report

16.1.9 Soldier Turnover List

The Soldier Turnover List provides a list of Soldiers who are no longer assigned to the unit, have become deceased, transitioned from the Army, contain HQDA reassignment information, or have a PCS departure within the previous 90 days. In addition, this link displays those enlisted Soldiers with an expired ETS date. To view the Soldier Turnover List, click on the number of Soldiers hyperlink in the TOPER field.

This read-only report lists the Rank, Name, MPC, and Departure Date of the Soldiers who are no longer assigned to the unit or are pending departures from this unit, as shown in Figure 16–23, Soldier Turnover List.
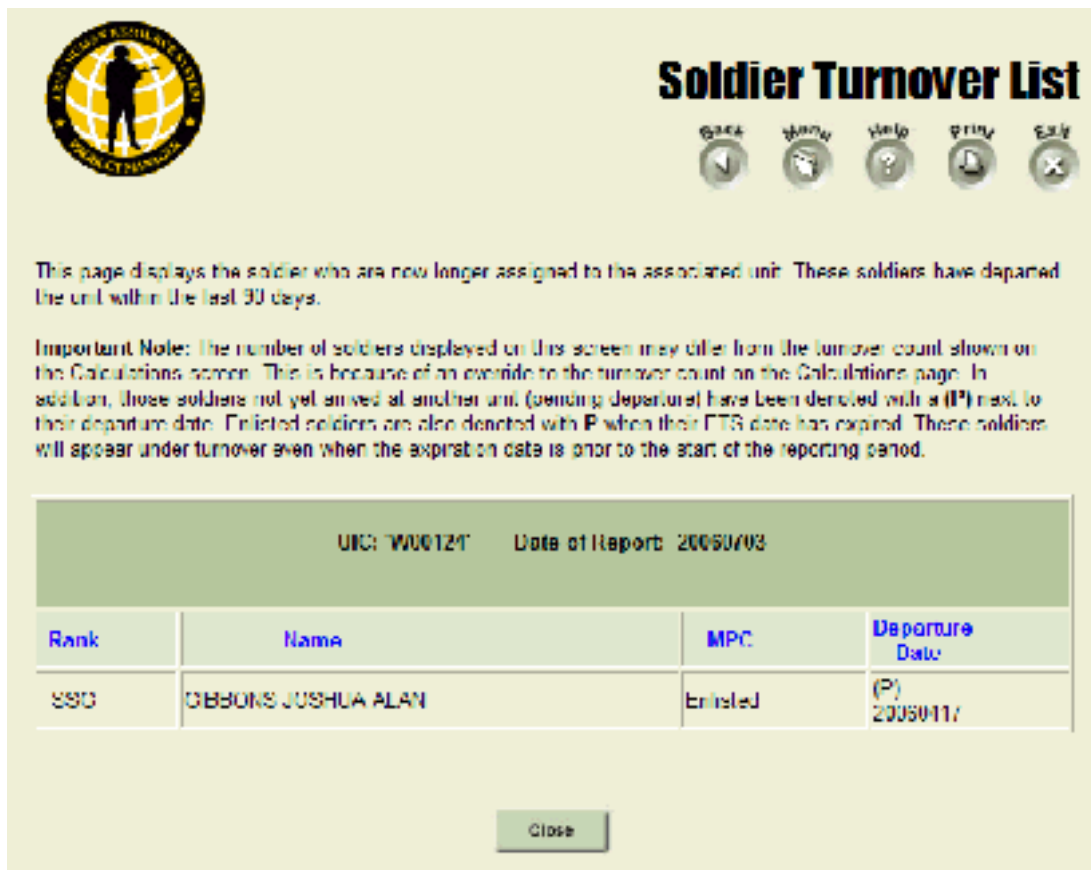
Figure 16–23: Soldier Turnover List

16.1.10   PSBG Report

The PSBG: Personnel Grade Strength report (shown in Figure 16–24, PSBG: Personnel Grade Strength Report [Single UIC]) is a section of the PAVR Calculations page that allows you to get a general overview of the unit's strength per grade. This report lists the REQ, AUTH, ASGD, and available (AVAIL) personnel strength counts for each Soldier grade associated with the selected UIC(s). In addition, the % Assigned is displayed for each grade, which is derived by comparing the grade's required strength count against its assigned strength count.
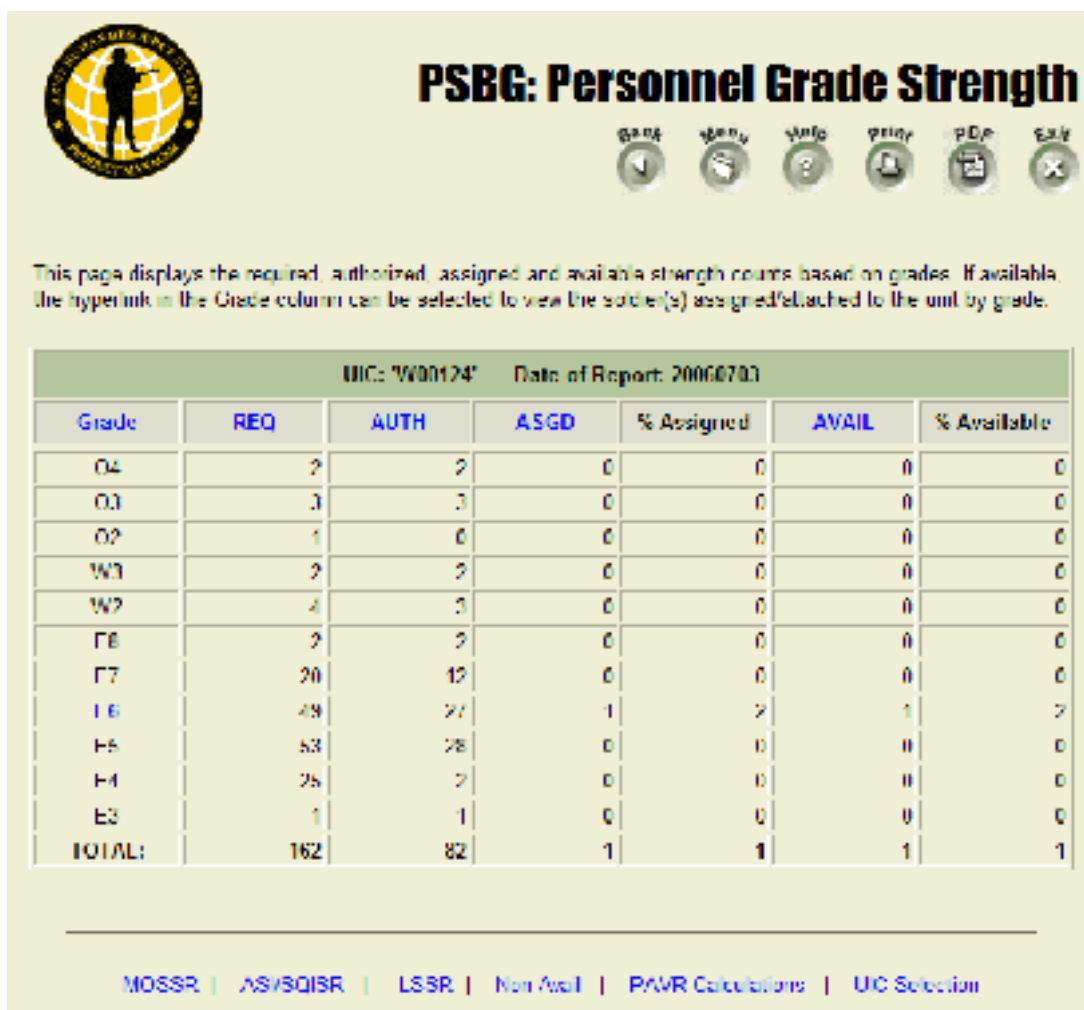
Figure 16–24: PSBG: Personnel Grade Strength Report (Single UIC)
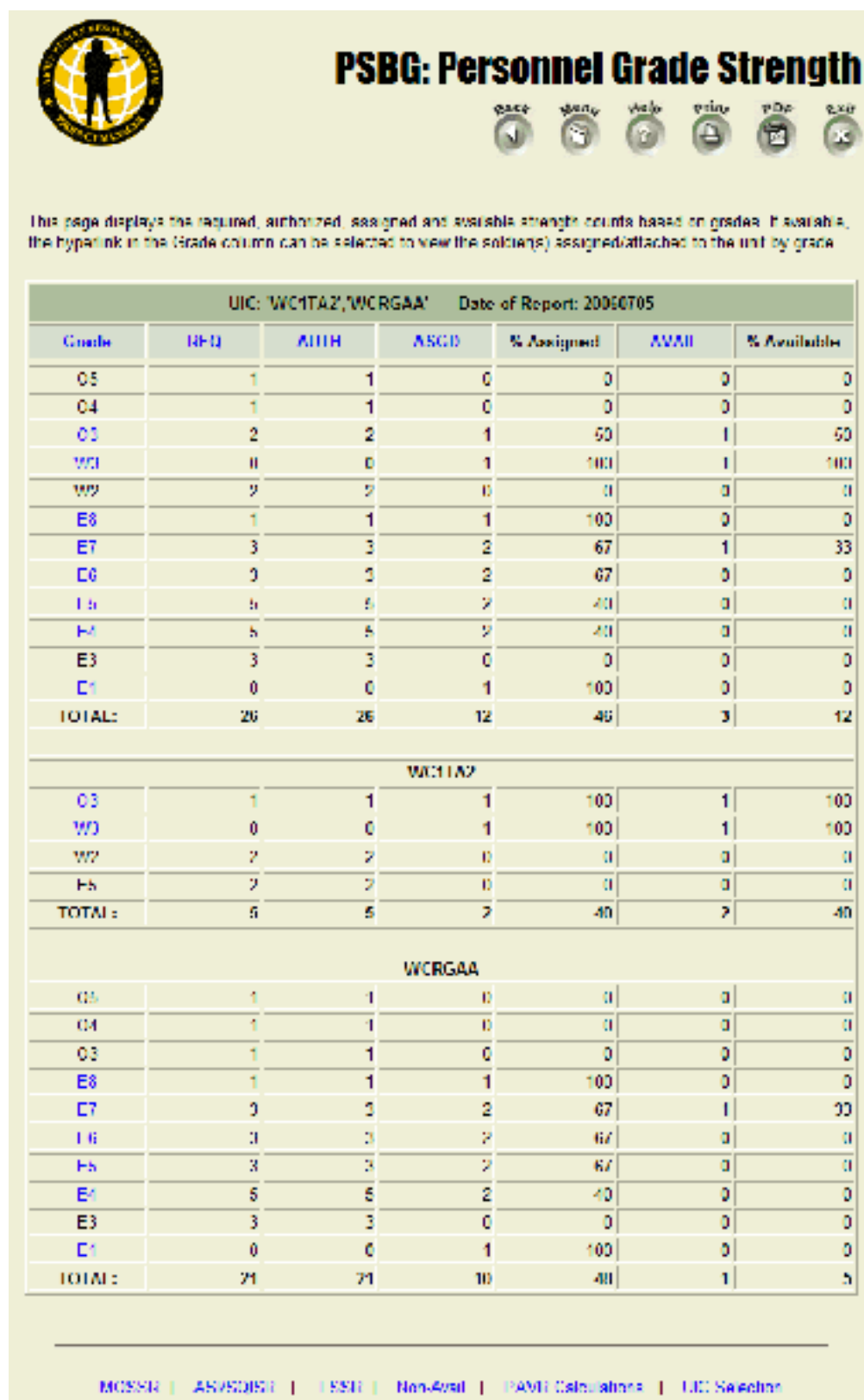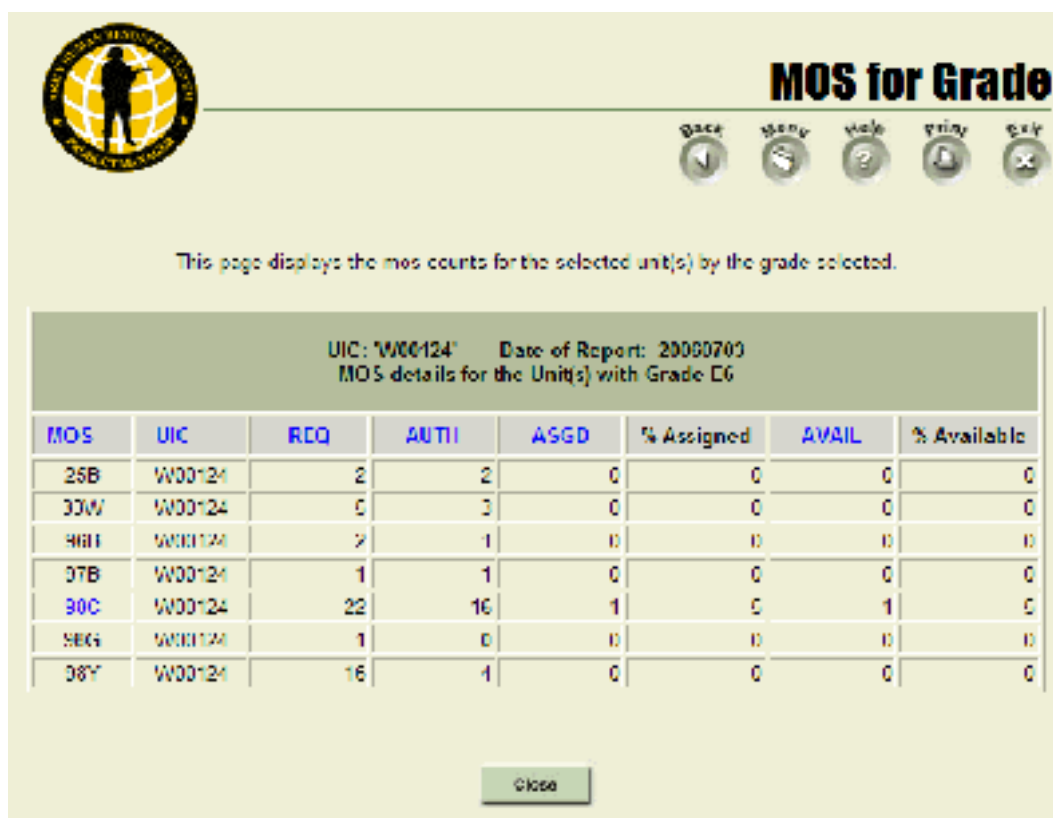
Figure 16–25: PSBG: Personnel Grade Strength Report (Multiple UICs)

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The top row of the report displays the totals for each strength count column (that is, the required, authorized, assigned, and available) and the % Assigned column. To view strength counts by MOS for that grade, click on the corresponding link in the Grade column. The system displays the MOS for Grade report, which is discussed in Section 16.1.4.1, MOS for Grade. You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

16.1.10.1   MOS FOR GRADE

The MOS for Grade report (shown in Figure 16–26, MOS for Grade) displays the MOS totals for each strength count column (that is, the required, authorized, assigned, and available) and the % Assigned column for the grade selected. To view strength counts by MOS for that grade, click on the corresponding link in the Grade column. The system displays the MOS for Grade report, which is discussed in Section 16.1.3.2, Personnel by Grade. Additionally, a hyperlink exists for each MOS that provides information about those Soldiers who are either assigned or available to the unit. Click Close to return to the PSBG: Personnel by Grade page.

Figure 16–26: MOS for Grade

16.1.10.2   PERSONNEL BY GRADE

The Personnel by Grade Report (shown in Figure 16–27) displays the Soldiers—by grade and MOS—assigned and attached to a unit along with supporting data, such as rank, component, PMOS/PAOC, availability status, and reason for unavailability. The report also provides an explanation of the PMOS/PAOC terms. Simply click on the hyperlink to view the corresponding definition. Click Close to return to the MOS for Grade page.

Figure 16–27: Personnel by Grade

16.1.11   ASI/SQISR Report

The ASI/SQISR Report (shown in Figure 16–28, ASI/SQISR Report [Single UIC]) displays the ASI/SQI code and the REQ, AUTH, and ASGD strength counts of those skills for which the system has identified a shortfall in personnel against the requirements of the selected document.
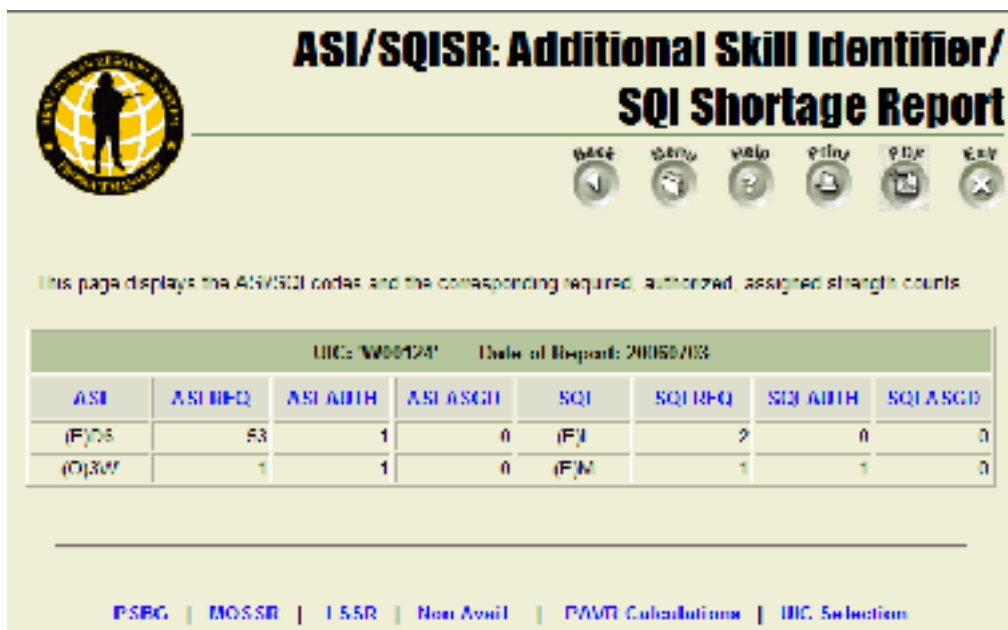
Figure 16–28: ASI/SQISR Report (Single UIC)
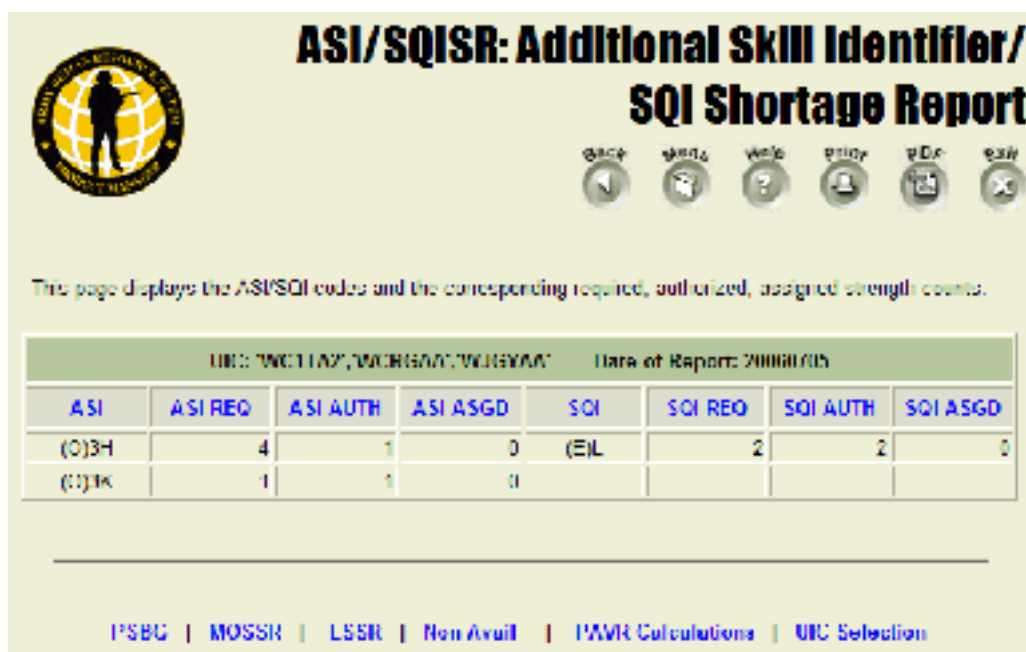
Figure 16–29: ASI/SQISR Report (Multiple UICs)

The assigned strength count for the selected unit must be less than the required strength count for the selected unit for the ASI/SQI to fall into this category. You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

16.1.12   MOSSR Report

The MOSSR Report (shown in Figure 16–30, MOSSR Report [Single UIC]) is a section of the PAVR Calculations page. This report displays the MOS/AOC and the REQ, AUTH, and ASGD strength counts of that MOS/AOC for the selected UIC(s). The assigned strength count would have to be less than the required strength count for the MOS/AOC to fall into this category.

The system also provides a link to Soldiers who possess the MOS/AOC as their secondary skill and who have been allocated within the PAVR to their primary skill. Click on the hyperlink in the Secondary MOS column to view the corresponding data. When you alter the MOS qualified status of a Soldier, that change will be reflected here. **Note:** You can view a definition of the MOS by clicking on the hyperlink in the MOS column. If the data are available, the system also provides a hyperlink on the calculations in the REQ column to capture the shortage by grade for the corresponding MOS.
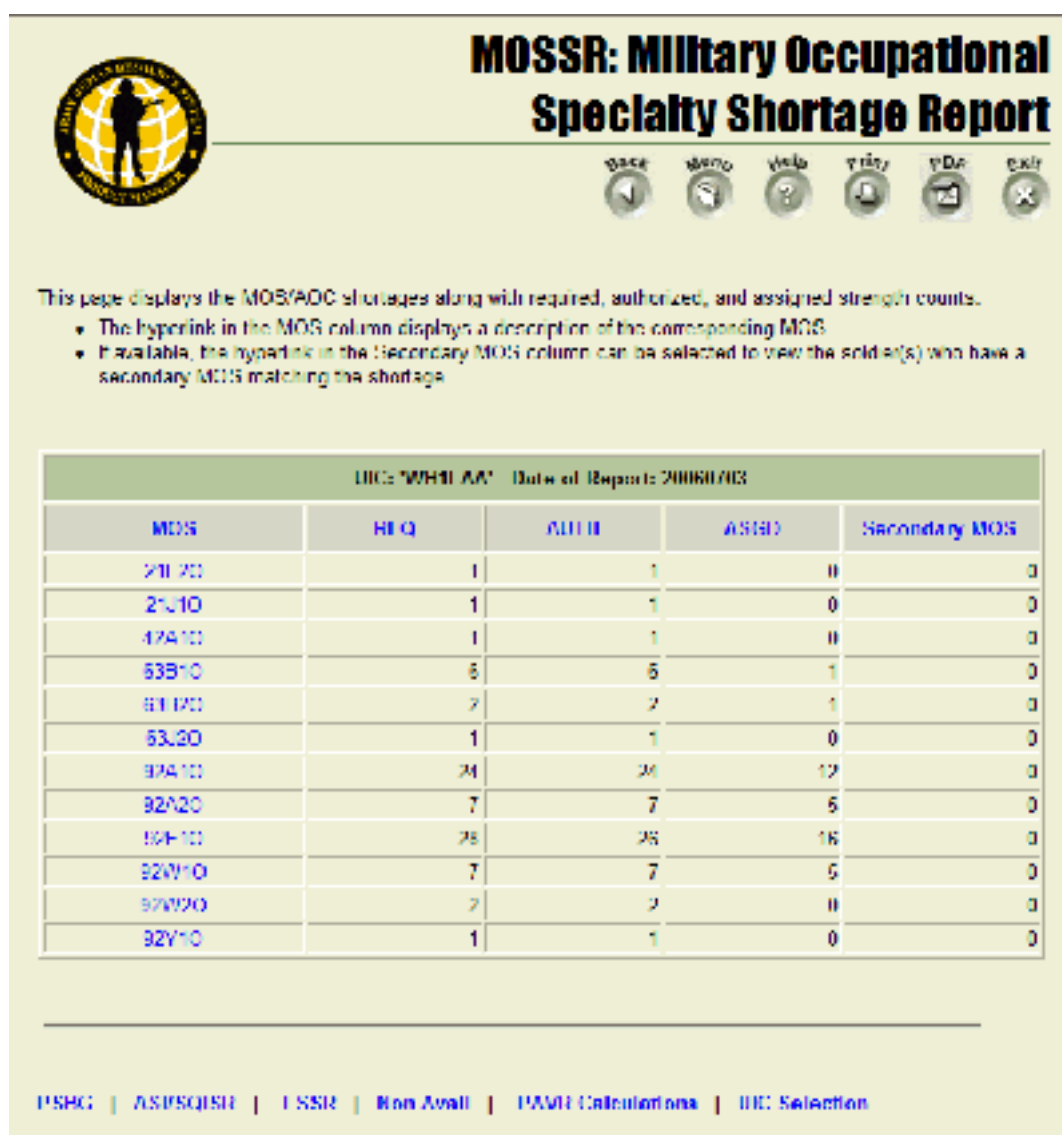
Figure 16–30: MOSSR Report (Single UIC)
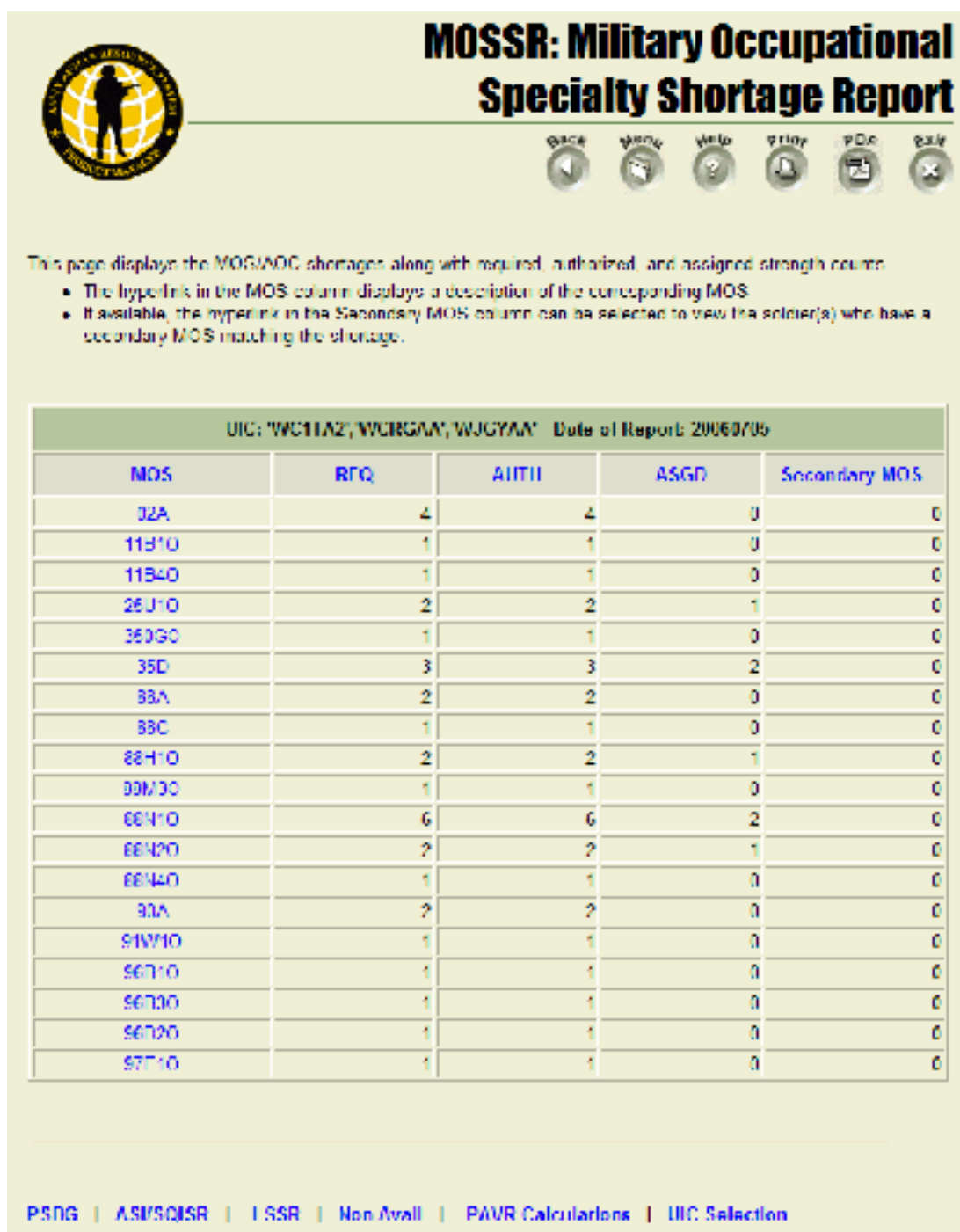
Figure 16–31: MOSSR Report (Multiple UICs)

You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

16.1.13   LSSR Report

The LSSR Report (shown in Figure 16–32: LSSR Report [Single UIC]) is a section of the
PAVR Calculations page. For each MOS/AOC, the report displays the language abbreviation
(LIC), and the required (LICREQ), assigned (LICASGD), and qualified (LICQUAL) strength
counts that are associated with the selected unit/document effective date combination.
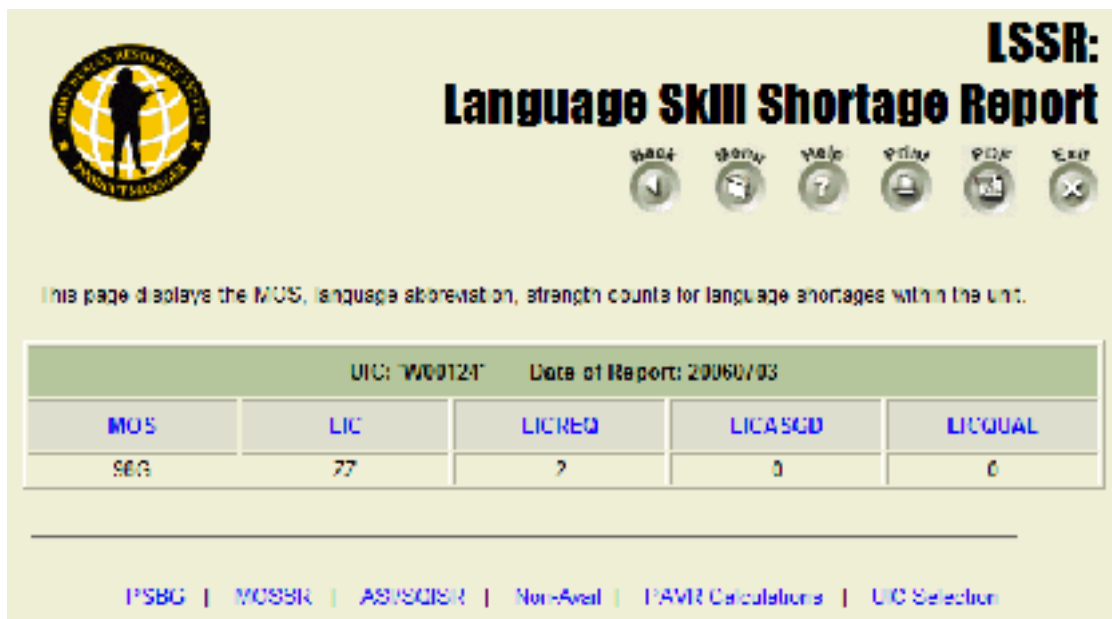
Figure 16–32: LSSR Report (Single UIC)
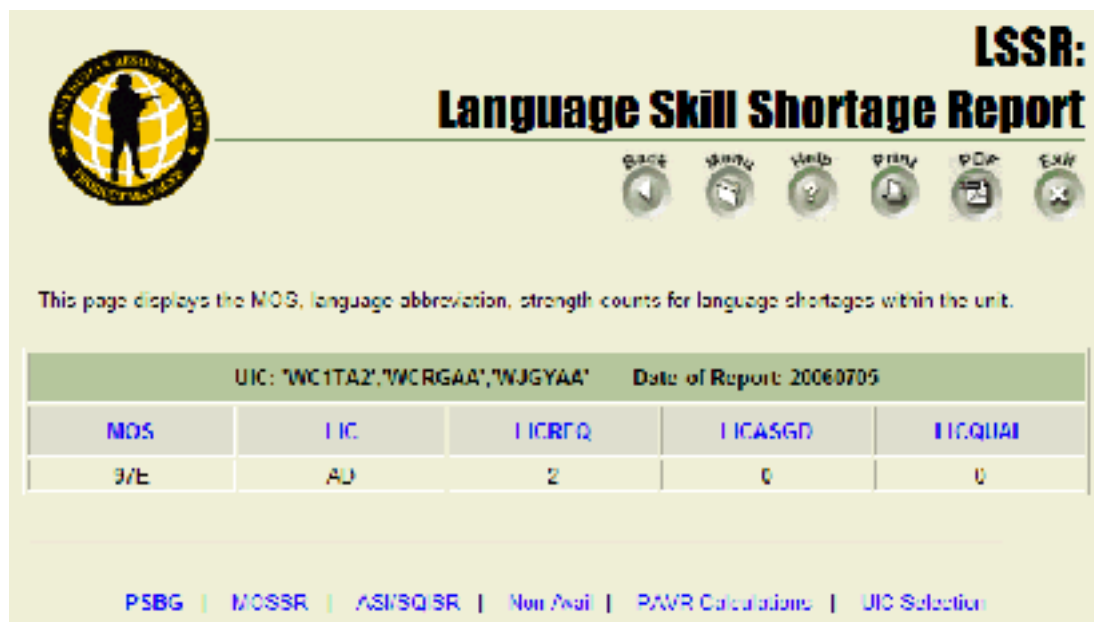
Figure 16–33: LSSR Report (Multiple UICs)

The assigned strength count will be less than the required strength count for the MOS/AOC + Language combination to fall into this category. You also have the option to view the definition of the selected MOS by clicking on the hyperlinks in the MOS column. You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

16.1.14   Non-Avail Report

The Non-Avail Report (shown in Figure 16–34, Non-Avail Report [Single UIC]) is a section of the PAVR Calculations. This report lists the count of Soldiers for the selected unit who are not available for deployment and their corresponding reasons.

This report also reflects any changes to a Soldier's status (for example, if one becomes unavailable) made within the PAVR.

You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can select UIC Selection to return to the PAVR - UIC Selection page to select another UIC.

Figure 16–34: Non-Avail Report (Single UIC)

Non-Avail Report

This page lists the count of soldiers who are not available for deployment, and their corresponding reasons.

UIC: WC11A2,WCRGAA,WJGYAA Date of Report: 20060705	
Count	Reason
4	Attached Out
10	DP. DEPLOYED
WCRGAA	
9	DP. DEPLOYED
WJGYAA	
4	Attached Out
1	DP. DEPLOYED

Non-Avail soldiers				
UIC	Rank	Name	PMOS/PMOC	Reason
WJGYAA	SGT	HARTER NATHAN PAUL	16H	Attached Out
WJGYAA	CPL	POPE DEWUANA LAICH-	02A	Attached Out
WJGYAA	CPL	RUSSEL CHADDRICK LEWIS	14F	Attached Out
WJGYAA	MSG	SPENCE JAMES VON	19Z	Attached Out
WCRGAA	MSG	DANIEL ANTHONY HARTRAMPF	88Z	DP. DEPLOYED
WCRGAA	SFC	INGRAM LADIETRA	88M	DP. DEPLOYED
WCRGAA	PV1	KIRBY DAVID CHRISTOPHER	88N	DP. DEPLOYED
WCRGAA	SFC	LESTER LEONARD	88H	DP. DEPLOYED
WCRGAA	SGT	MORRIS COURTNEY RENEE	88H	DP. DEPLOYED
WCRGAA	SFC	PHAM LAN TRAN	88N	DP. DEPLOYED
WCRGAA	SSG	RICHE DOUGLAS MICHAEL	88H	DP. DEPLOYED
WCRGAA	SSG	ROWE CHRISTOPHER JAMES	88N	DP. DEPLOYED
WCRGAA	SGT	SIMMONS DETRA LAVAL	88N	DP. DEPLOYED
WJGYAA	MAJ	CHISM TORRANCE DION	35D	DP. DEPLOYED

PSEG | MOSSR | ASVSQISR | LSSR | FAVR Calculations | UIC Selection

Figure 16–35: Non-Avail Report (Multiple UICs)

16.2   Human Resource Authorizations Report (HRAR)

The Human Resource Authorizations Report (HRAR) displays the associations between authorizations and Soldiers within the unit. It includes sections for slotted Soldiers and their authorizations, unslotted Soldiers, unfilled positions, slotted and unfilled positions, changed authorizations, and total Soldiers. Figure 16–36, HRAR Processes, illustrates the processes available on the HRAR.
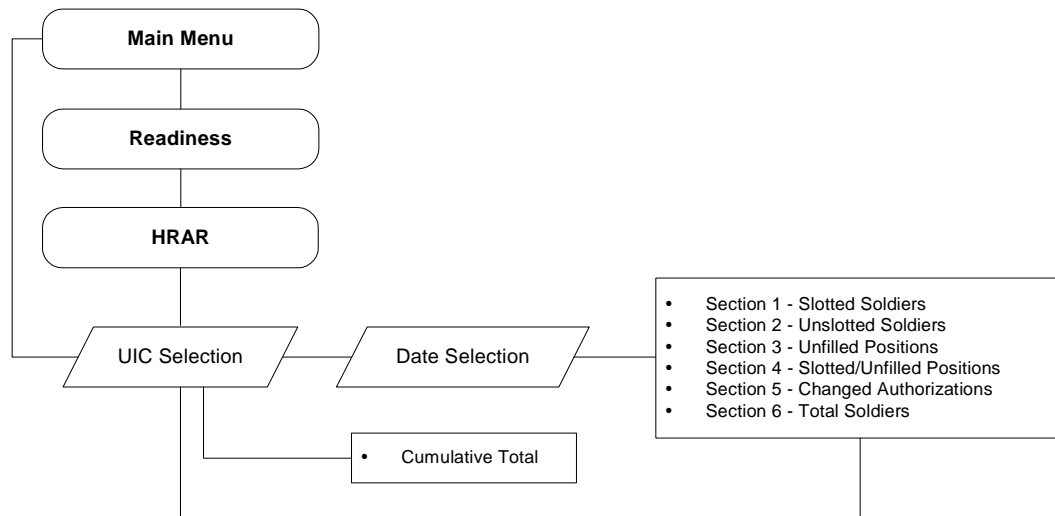
Figure 16–36: HRAR Processes

16.2.1   HRAR—UIC Selection

The UIC Selection page for the HRAR displays the UICs accessible to you. This page is shown in Figure 16–37, HRAR—UIC Selection. To view and select a UIC for the HRAR, perform the following steps:

1. To view the HRAR for a single UIC, select one UIC by clicking on the UIC and then clicking View to proceed.

2. To select multiple UICs, use the **Shift** key in combination with the left mouse button to select UICs in succession of each other. Use the **Ctrl** key in combination with the left mouse button to select UICs not in succession of each other. A single or multiple UICs can be selected when you opt to view the Cumulative Total report for these UICs. Please note that the Document Effective Date for the Cumulative Report is the current date. To view the Cumulative Total for the selected UICs, click Total.

3. To exit the page without proceeding, click Close. The system returns you to the Main Menu.
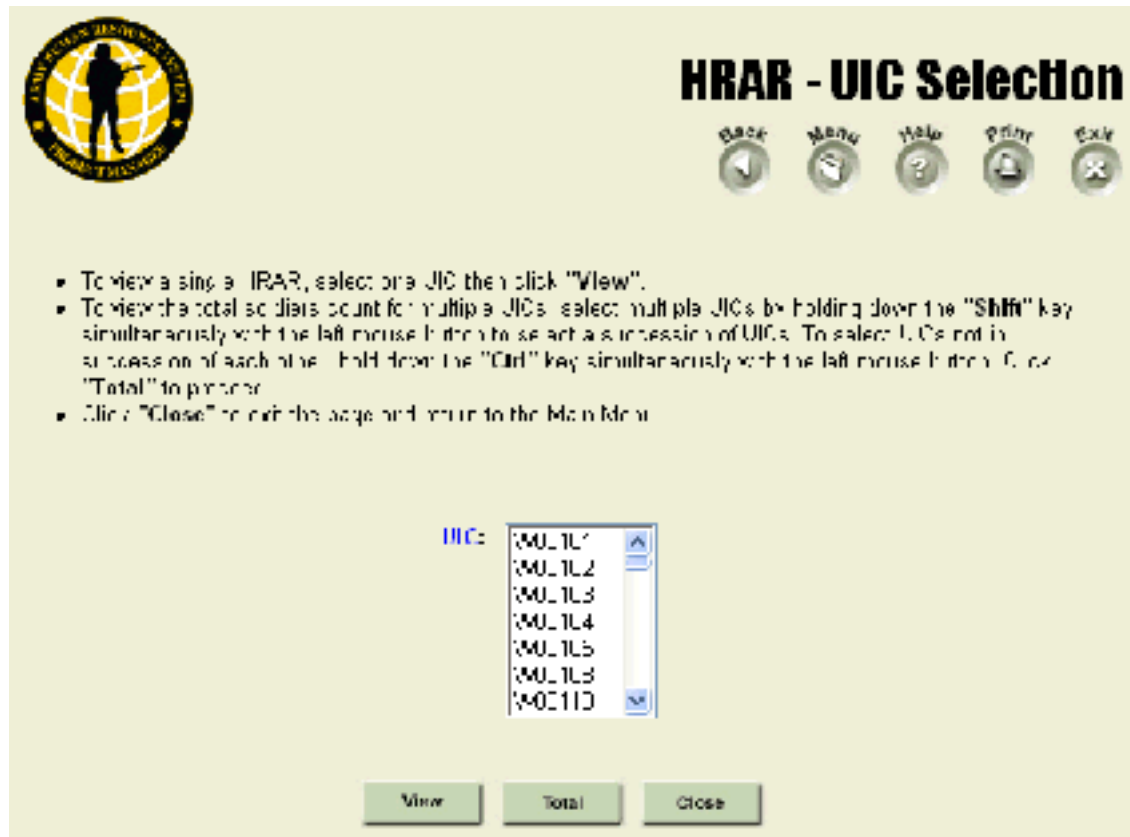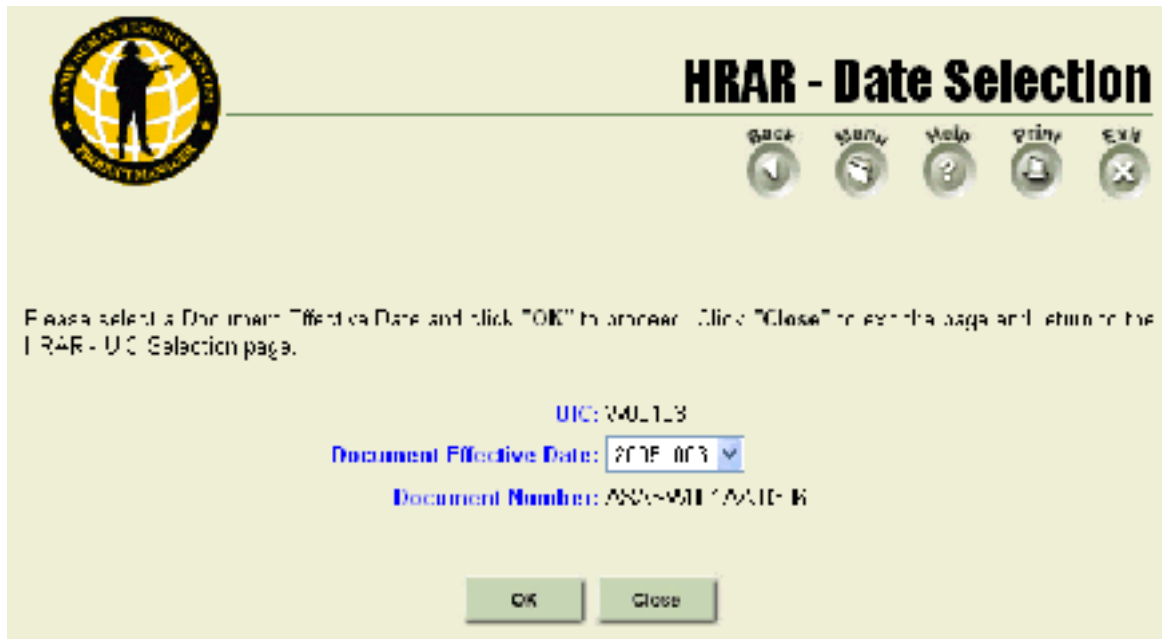
Figure 16–37: HRAR—UIC Selection

16.2.2   HRAR—Date Selection

The HRAR—Date Selection page (shown in Figure 16–38: HRAR—Date Selection) displays the selected UIC, the Document Effective Dates available for the selected UIC, and the Document Number for the selected Document Effective Date. To select a date for the HRAR, perform the following steps:

1. If you select a future or past Document Effective Date, that is any other than the current date, only HRAR Section 5—Changed Authorizations will be displayed. The system defaults to the current Document Effective Date for the selected UIC.

2. To select another date, select a Document Effective Date from the picklist and click OK to proceed.

3. Click Close to exit the page without proceeding. The system will return to the HRAR—UIC Selection page.

Figure 16–38: HRAR—Date Selection

16.2.3   *HRAR Section 1—Slotted Soldiers*

Section 1 of the HRAR (shown in Figure 16–39, HRAR Section 1—Slotted Soldiers) displays a list of filled authorizations and supporting data (Grade, Position Title, SEQ/POSN, COMP, AUTH STR, PERS ID, PMOS/PAOC, ASI, SQI, Para Title, LANG, and Sec Level) along with a listing of slotted Soldiers and supporting data (Rank, Name, SSN, Comp, PMOS/PAOC, BMOS, ASI, Lang, Sec Level, QLD, and Date of Loss). The system compares the qualifications of the Soldiers with the requirements of the authorizations and notes any incompatibilities in the Remarks column. The system also calculates the total number of Soldiers and categorizes them by Military Personnel Classification (that is, Officers, Warrant Officers and Enlisted) and component.

Figure 16–39: HRAR Section 1—Slotted Soldiers

HRAR Section 1 provides a link to download and install Adobe Acrobat to view, print, and save the .PDF file of the report. Click the Get Acrobat Reader link and follow the instructions to download and install Acrobat Reader. You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

16.2.4   HRAR Section 2—Unslotted Soldiers

Section 2 of the HRAR (shown in Figure 16–40, HRAR Section 2—Unslotted Soldiers) compares the position number values between the authorizations and the Soldiers in the unit and displays the Soldiers who are not slotted to an authorization along with their supporting data (SEQ/POSN, Position Title, Rank, Name, SSN, COMP, PMOS/PAOC, ASI, SQI, Sec Skill, Lang, and Sec Level). The section also displays the total number of unslotted Soldiers within the unit and categorizes them by Military Personnel Classification (that is, Officers, Warrant Officers and Enlisted) and component.

Figure 16–40: HRAR Section 2—Unslotted Soldiers

You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

16.2.5   HRAR Section 3—Unfilled Positions

Section 3 of the HRAR (shown in Figure 16–41: HRAR Section 3—Unfilled Positions) displays a list of unfilled positions in the unit along with supporting data relevant to those positions (Seq No., Position Title, Grade, Comp, PERS ID, MOS/AOC, SQI, ASI, Lang, and Sec Level). The section also displays the total number of unfilled positions for the selected unit.

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Figure 16–41: HRAR Section 3—Unfilled Positions

You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

16.2.6   HRAR Section 4—Slotted/Unfilled Positions

Section 4 of the HRAR (shown in Figure 16–42, HRAR Section 4—Slotted/Unfilled Positions) displays a list of both slotted and unfilled authorizations in the unit along with supporting data relevant to those positions (SEQ No., Slotted, Position Title, Grade, Comp, AUTH STR, PERS ID, MOS/AOC, SQI, ASI, Lang, and Sec Level). The system counts the total number of slotted positions and unfilled positions for the selected unit at the bottom of the report.

Figure 16–42: HRAR Section 4—Slotted/Unfilled Positions

You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

16.2.7   HRAR Section 5—Changed Authorizations

Section 5 of the HRAR (shown in Figure 16–43, HRAR Section 5—Changed Authorizations) displays the authorizations that will be dropped from or added to the unit when the next document takes effect, and the supporting data relevant to these changed authorizations. The system displays the changed authorizations and their corresponding data: SEQ No., Position Title, Grade, Comp, PERS ID, PMOS/PAOC, ASI, SQI, Sec Skill, Lang, Sec Level, and whether the positions are Added (A) or Dropped (D). If you select any Document Effective Date other than the current date, only HRAR Section 5—Changed Authorizations will be displayed.

Figure 16–43: HRAR Section 5—Changed Authorizations

If you select a current document, the system will notify you that there is no future document effective date for the comparison. You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

16.2.8 HRAR Section 6—Total Soldiers

Section 6 of the HRAR (shown in Figure 16–44, HRAR Section 6—Total Soldiers) displays the total number of Soldiers in the selected unit categorized by the following criteria:

- **Required/Authorized Positions from the Authorization Document**—The system calculates the total number of required and authorized Soldiers by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.

- **Total Soldiers**—The system calculates the total number of Soldiers in the unit categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.

- **Slotted Soldiers**—The system calculates the total number of Soldiers who are slotted to an authorization in the unit categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.

- **Unslotted Soldiers**—The system calculates the total number of Soldiers who are not slotted to an authorization in the unit categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.

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Figure 16–44: HRAR Section 6—Total Soldiers

16.2.9   HRAR Cumulative Total

The Cumulative Total report (shown in Figure 16–45, HRAR—Cumulative Total) displays the total number of all Soldiers for the selected UICs categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component. Please note that the Document Effective Date for the Cumulative Total is the current Document Effective Date. To view the HRAR Cumulative Total, perform the following steps:

1. Select a single or multiple UICs from the picklist.

2. Select a single UIC by clicking on the UIC of choice.

3. Select multiple UICs that are in succession of each other by holding down the **Shift** key and select with the left mouse button.

4. Select multiple UICs that are not in succession of each other by holding down the **Ctrl** key and select with the left mouse button.

5. Click Close to exit the report. The system returns you to the Main Menu.
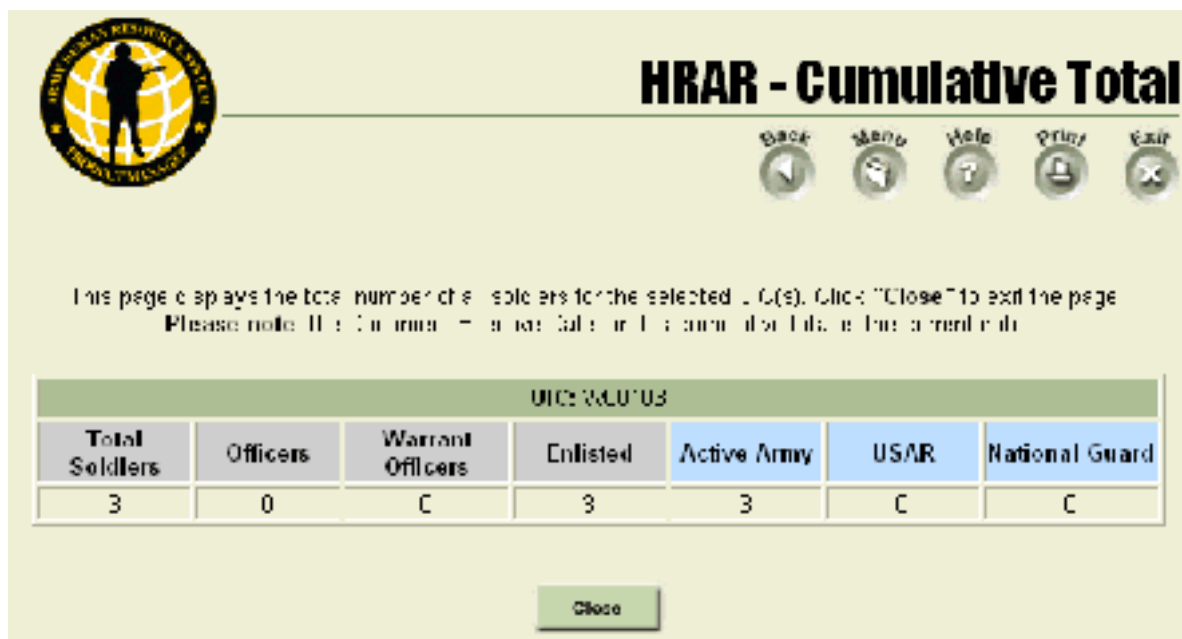
Figure 16–45: HRAR—Cumulative Total

16.3   Soldier Availability Deployment Tracking

The Soldier Availability Deployment Tracking function allows you to track Soldiers who are unavailable for deployment. Soldier Availability Deployment Tracking allows you to add, update, and remove non-availability deployment data for a Soldier. Figure 16–46, Soldier Availability Deployment Tracking Processes, illustrates the processes in the functional category of Soldier Availability Deployment Tracking.
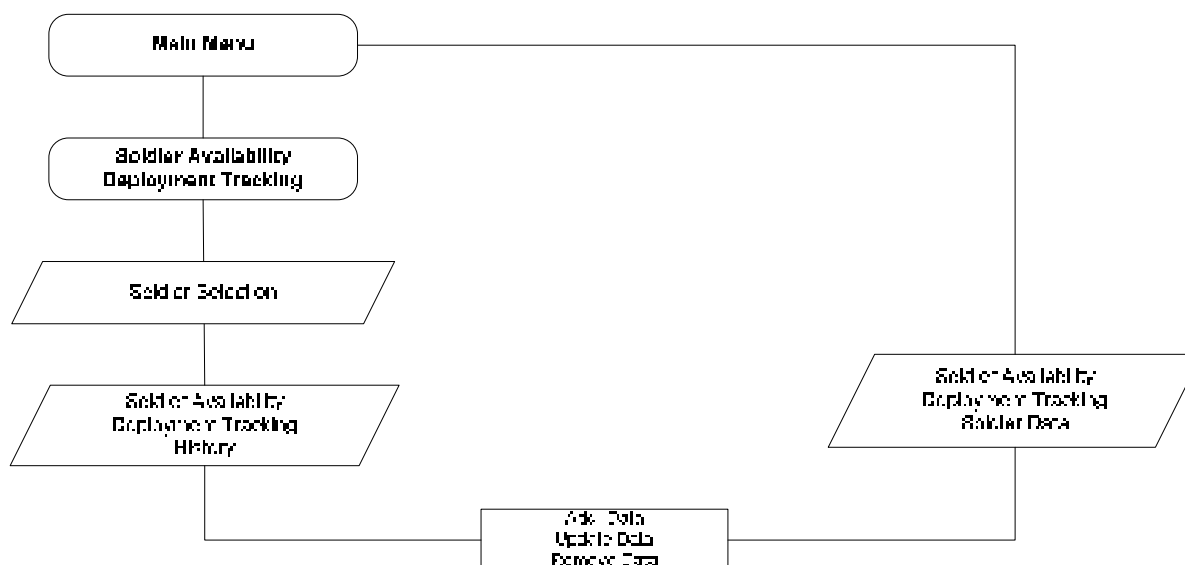
Figure 16–46: Soldier Availability Deployment Tracking Processes

To initiate the process of adding, updating, or removing a Soldier Availability Deployment Tracking record for a Soldier, you must first build a Soldier list. The search criteria available for Soldier Availability Deployment Tracking are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Soldier Availability Deployment Tracking History page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

16.3.1 Soldier Availability Deployment Tracking History

The Soldier Availability Deployment Tracking History page (shown in Figure 16–47, Soldier Availability Deployment Tracking History) displays the selected Soldier's deployment non-availability data records, including Non-Available Status, Non-Available Reason, UIC, unit designation, start date, and end date. The system displays the Soldier's Rank, Name, SSN, current UIC, MRC Code, and the Soldier's current deployment availability status as read-only. If the end date of the Soldier's last non-available status is past, the system displays his or her status as Available.

Figure 16–47: Soldier Availability Deployment Tracking History

You have the capability to add, update, or remove a Soldier Availability Deployment Tracking record for the selected Soldier. To add a record, check the Add Non-Availability Record checkbox and click Submit. The system will display the Non-Availability Indicator—Soldier Data page. To update or remove deployment data for the Soldier, select Update from the drop-down in the Action column and click Submit. The system will display the Soldier Availability Deployment Tracking—Soldier Data page. Click Close to exit return to the Main Menu without saving any changes.

16.3.2   *Soldier Availability Deployment Tracking—Soldier Data—Add Mode*

The Soldier Availability Deployment Tracking—Soldier Data—Add Mode page (shown in Figure 16–48, Soldier Availability Deployment Tracking—Soldier Data—Add Mode) allows you to add a non-availability record for a Soldier. The system displays the Soldier's Rank, Name, SSN, current UIC, and current Status as read-only.

Figure 16–48: Soldier Availability Deployment Tracking—Soldier Data —Add Mode

Follow these steps to enter non-availability indicator data for a Soldier:

1. Select the appropriate value from the Non-Available Status drop-down menu. Available values include the following:

    - Deployed—No reason code is required.
    - Non-Available-Temp—Requires a reason code

- Non-Available-Permanent—Requires a reason code
- Available-SIT—Does not require a reason code
- Available-ARC—Does not require a reason code
- Stabilized/PCS/Retire-SPR—Does not require a reason code

2. Expand the Non-Availability Reason picklist and select a value of choice.

3. Enter the effective date of the non-available status in the Start Dt: field. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).

4. Enter the end date of when the Non-Available-Temp/DP-Deployed status will expire. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).

When adding Soldier Availability Deployment Tracking data, the user may receive the following *e*MILPO message:

> The event end date must be greater than the event start date.

This message indicates that the system is unable to create the corresponding **PERSTEMPO event** when adding the Soldier's Soldier Availability Deployment Tracking record.

In an attempt to create an open PERSTEMPO event for the category "Named Operation" and purpose "Contingency Operation," any existing open PERSTEMPO event must be closed. For the end date of the PERSTEMPO event to be closed, the system uses the day before the start date of the Soldier Availability Deployment Tracking record. If the end date exists prior to the start date of the PERSTEMPO event being closed, the above message is displayed.

To remedy this situation, the user should access the Individual Event screen for the Soldier and perform one of the following actions:

1. Adjust the dates and close the existing PERSTEMPO event so that the dates will not conflict or overlap with the Soldier's Soldier Availability Deployment Tracking record.

2. Remove the existing PERSTEMPO event.

After correcting the PERSTEMPO event, the user should return to the Soldier Availability Deployment Tracking screen and enter the deployment data.

16.3.2.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system dynamically enables data entry fields, picklist options, and required fields depending on the non-available reason.

- The start date entered shall be greater than the earliest date of the following: BASD, PEBD, and Military EAD Date.

- The start date may not be a future date.

- The end date must be after the start date.

- The end date may not be a future date except when the Non-Available Status is Non-Available-Temp (NAT), Stabilized/PCS/Retire (SPR), or Deployed (DEP).

- The system creates an open PERSTEMPO event and sends Transaction 4455 when the Soldier's non-available deployment data meets the following criteria: The Soldier does not have an open PERSTEMPO event and the Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).

- The system closes the existing open PERSTEMPO event first, creates a new open PERSTEMPO event, and sends Transaction 4455 when the Soldier's non-available deployment data meet the following criteria and the Soldier has an open PERSTEMPO event: The Non-Available Status is DEP - DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non- Available Reason is DP (DEPLOYED).

- The system closes any open PERSTEMPO event and sends Transaction 4455 to TAPDB when the Soldier's non-available deployment data is ended by a user and meets the following criteria: The Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).

16.3.2.2   TRANSACTION TO TAPDB

The system will send the following transactions:

- Transaction Number 4456: Deployment Non-Availability

- Transaction Number 4455

16.3.3   *Soldier Availability Deployment Tracking—Soldier Data—Update Mode*

In the Update mode of a Soldier Availability Deployment Tracking record for a Soldier, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send transactions to TAPDB as outlined in Add mode. Alternatively, you can click Next or Close. Figure 16–49, Soldier Availability Deployment Tracking—Soldier Data—Update Mode, provides an example of the update page.

**Figure 16–49: Soldier Availability Deployment Tracking—
Soldier Data—Update Mode**

16.3.4 Soldier Availability Deployment Tracking—Soldier Data—Remove Mode

In the Remove mode of a Soldier Availability Deployment Tracking for a Soldier, the system displays the current values in the database for the selected Soldier as read-only. You can view the record and click Save to remove the record from the database. Figure 16–50, Soldier Availability Deployment Tracking—Soldier Data—Remove Mode, provides an example of the remove page.

1. The system will prompt you to confirm that the record is being removed from the database.

2. If you answer Yes, the system will remove the record and advance you to the next Soldier, if any exist. If the current Soldier is the last or only Soldier, the system generates the Soldier Availability Deployment Tracking History page to display all Soldiers successfully processed in the working session.

3. If you answer No, the system returns you to the current page for further processing.

4. You have the option to click Next or Close.

5. The system will send transactions to TAPDB as outlined in Add mode.

**Figure 16–50: Soldier Availability Deployment Tracking—
Soldier Data—Remove Mode**

16.3.5 *Soldier Availability Deployment Tracking—History (Summary)*

After you complete an action, *e*MILPO returns you to the Soldier Availability Deployment Tracking—History and displays non-availability deployment data for the Soldier. If a record was deleted, the Action column will indicate the record was deleted. Figure 16–51 Soldier Availability Deployment Tracking—History (Summary), provides an example of a Soldier for whom a record has been removed.

Figure 16–51: Soldier Availability Deployment Tracking—History (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

16.4   Mass Soldier Availability Deployment Tracking

The Mass Soldier Availability Deployment Tracking function allows you to track Soldiers who are unavailable for deployment. Mass Soldier Availability Deployment Tracking allows you to add, update, and remove non-availability deployment data for selected Soldiers. Figure 16–52, Mass Non-Available Deployment Tracking Processes, illustrates the processes in the functional category of Mass Non-Availability Deployment Tracking.
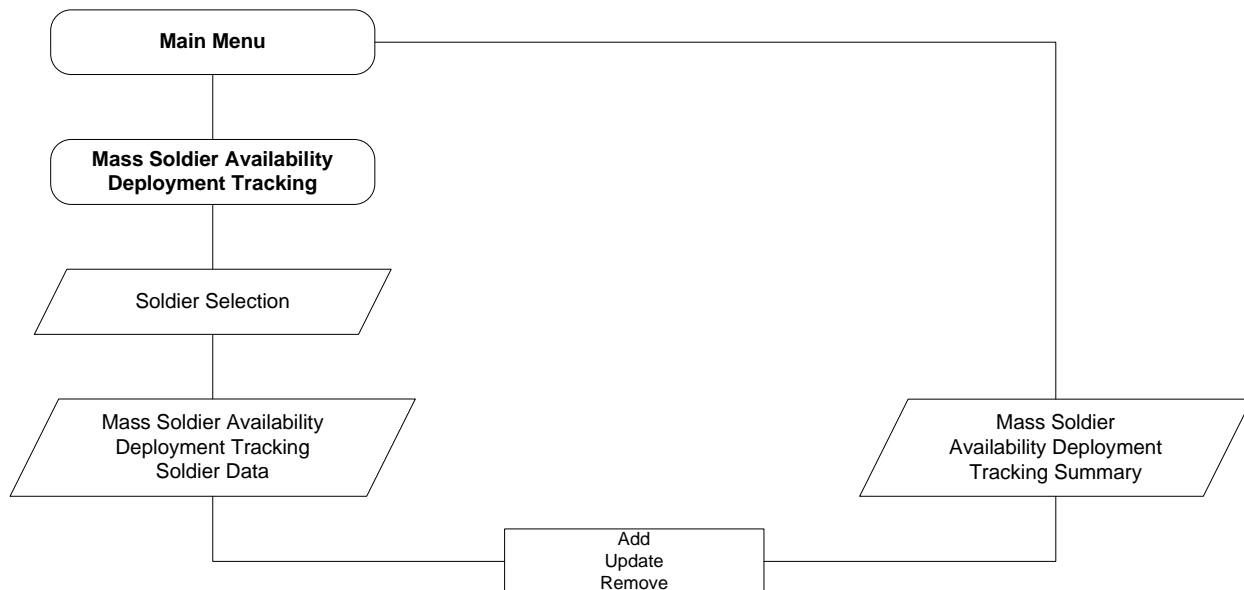
Figure 16–52: Mass Soldier Availability Deployment Tracking Processes

To initiate the process of adding, updating, or removing a Mass Soldier Availability Deployment Tracking record for Soldier, you must first build a Soldier list. The search criterion available for Mass Soldier Availability Deployment Tracking is UIC or you may use the Load function to load a file of SSNs. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Mass Soldier Availability Deployment Tracking Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

16.4.1   *Mass Soldier Availability Deployment Tracking—Soldier Data (Add and Update)*

The Mass Soldier Availability Deployment Tracking Soldier Data page (shown in Figure 16–53, Mass Soldier Availability Deployment Tracking Soldier Data Page) allows you to add or update Mass Soldier Availability Deployment Tracking Data for the selected Soldiers.

Figure 16–53: Mass Soldier Availability Deployment Tracking Soldier Data Page

To process a Mass Add or Mass Update for the selected Soldiers, perform the following steps:

1. The Non-Available Status defaults to read-only text that indicates DEP-DEPLOYED.

2. Enter the Start Date in the provided text-entry field. This is a required field.

3. Enter the End Date in the provided text-entry field. This is a required field.

4. Click Save to save the attempt to add or update non-availability information for the selected Soldiers. If there are no screen edit failures (for example, missing start date, start date in the future, end date after start date, etc.), the system displays the Mass Soldier Availability Deployment Tracking Summary screen.

5. Click Close to exit the page and return to the Main Menu.

16.4.2 Mass Soldier Availability Deployment Tracking—Soldier Data (Remove)

The Mass Soldier Availability Deployment Tracking Soldier Data page (shown in Figure 16–54, Mass Soldier Availability Deployment Tracking Soldier Data Page) allows you to remove a deployment (1-DEP) non-availability indicator record for the selected Soldiers.

Figure 16–54: Mass Non-Availability Indicator—Data Page

To remove a deployment non-availability indicator record, perform the following steps:

1. The system displays a disclaimer informing the user that saving the Soldier data page will result in the removal of 1-DEP records for all the Soldiers selected on the previous page.

2. Click Save to remove the current record and proceed to the next action, if one exists. The system displays a message asking you to confirm that you want to delete the records. Click Yes to proceed. Click No to cancel and return to the Mass Soldier Availability Deployment Tracking Soldier Data page.

3. Click Close to exit the page without saving changes and return to the listing page.

16.4.3   Mass Soldier Availability Deployment Tracking Summary

The Mass Soldier Availability Deployment Tracking Summary page (shown in Figure 16–55, Mass Soldier Availability Deployment Tracking Summary) displays the results of completed Mass Add, Mass Update, or Mass Removal actions. The system displays the data as follows:

- The screen displays the rank, name, SSN, UIC, and action for each Soldier selected from the associated selection screen.

- If a 1-DEP record was added for a Soldier, the Action field displays Inserted.

- If a 1-DEP record was update for a Soldier, the Action field displays Updated.

- If a 1-DEP record was removed for a Soldier, the Action field displays Deleted.

- There are various edits performed while performing a Mass Add or Mass Update action. If a Soldier is not processed because of an edit error, the information is displayed in the Action field of the summary screen.

Figure 16–55: Mass Soldier Availability Deployment Tracking Summary

Click Close to exit the page. The system returns you to the Main Menu.

17.   WORKFLOW

Workflow provides automatic notification to authorized personnel of task actions they need to perform for Soldiers under their administrative authority. Workflow will also provide information related to the tasks and allow the authorized user to view or forward tasks to other users (limited to those with accounts in the same unit as the user) as necessary.

Workflow offers the following functionality within *e*MILPO:

- **Inbox**—Displays the current tasks and their corresponding data. The authorized user may perform the following actions from the Workflow Inbox: Delete Task, Forward Task, Open Task/ View Task, Return Task, view Workflow Audit Log
- **Outbox**—Displays tasks that have been forwarded by the user.
- **Delegate Role**—Allows the authorized user to assign his or her workflow-related role from one user to another within his or her unit boundaries.

Figure 17–1, Workflow Processes, illustrates the processes in Workflow.
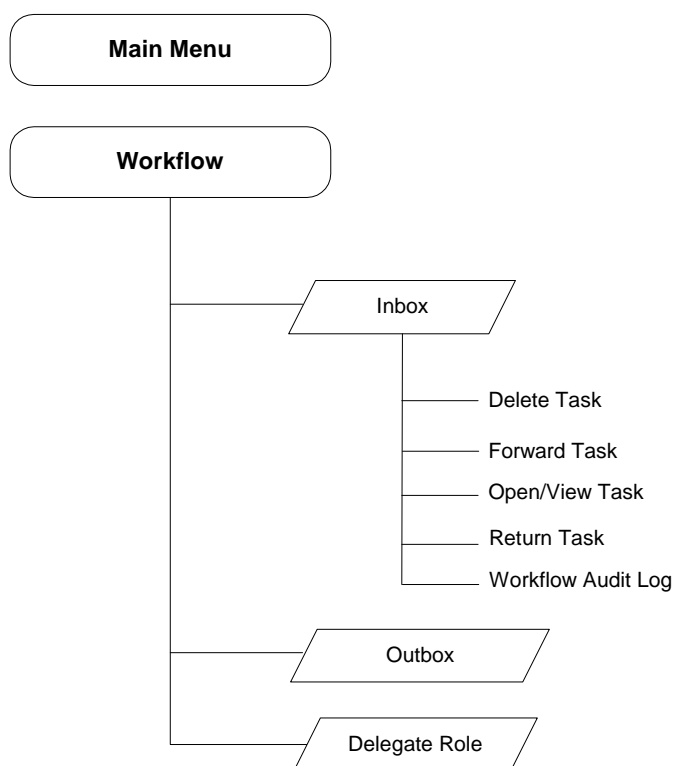
Figure 17–1: Workflow Processes

The following workflow notices are being offered by *e*MILPO:

- **Departure Notice**—One day prior to a Soldier's departure from his or her current parent unit
- **Reassignment**—When a Soldier has not been scheduled for reassignment within 20 days of his or her required report date at a gaining unit

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- **Patient Tracking—**When an event related to a Soldier's period of hospitalization occurs (for example, hospital admittance and discharge)

- **Failure to Gain**—When a Soldier does not report to his or her gaining command by the required date

- **Slotting**—When a Soldier is not slotted to an authorization within 5 days of his or her arrival at a new parent unit

- **Slot Attached**—When a Soldier is not slotted to an authorization within 5 days of his or her attachment to a unit

- **Attachment Start**—When a Soldier begins a period of attachment

- **Pending Attachment Release**—Seven days prior to a Soldier's release from attachment

- **Attachment Expiration**—When a Soldier's period of attachment ends

- **Drop from Rolls**—When a Soldier has not been dropped from the rolls of the Army within 31 days of entering AWOL status

- **Deny Promotion**—When a Soldier is denied promotion

- **New Unit**—When a new unit is created

- **Assignment Instruction—**When EDAS assignment instructions are received

- **Complete Assignment Instruction—**When EDAS assignment instructions are screened

- **System Administration**—When the appropriate administrator for a particular action is not located within a given part of the unit hierarchy

- **Out of Balance Notice**—When an "out of balance" condition is detected while processing incoming transactions

- **Deletion Assignment Instruction**—When an assignment deletion is received from EDAS

- **Deferment Assignment Instruction**—When an assignment deferment is received from EDAS

- **Unit Suspense Notice**—When a unit is scheduled for deactivation.

- **PERSTEMPO**—The following workflow notices are generated by the PERSTEMPO functionality:
  - **Ending Events**—This notice is generated for events that have ended and for which a workflow notice has not been generated previously.
  - **Starting Events**—This notice is generated for events that will start within 7 days of the current date and for which a workflow notice has not been generated previously.
  - **Missing Operation/Exercise Title**—This notice is generated for closed events that are missing the operation or exercise title.

17.1   Workflow Inbox

If there are pending tasks for you, the system will display the Workflow Inbox after a successful login and prior to displaying the *e*MILPO Main Menu. The Workflow Inbox layout (shown in Figure 17–2, Workflow Inbox) is as follows:

- The Select column allows you to select a task to perform by clicking on the corresponding radio button. You can only select one task at a time.

- The Subject column lists the task description.
- The Assignment Type column indicates whether the tasks are action-oriented or informational tasks.
- The Soldier column displays the rank and last name of the Soldier who is the subject of the workflow task.
- The Status column displays the current status of the workflow task. Informational tasks may have a status of Read or Unread. Action- based tasks may have a status of Pending or Complete.
- The Date Assigned column displays the date the workflow task was assigned to the user.
- The UIC column displays the unit associated with the task. For tasks related to a Soldier, this column displays the Soldier's parent UIC. For tasks related to a unit, this column displays the unit's UIC.
- The Originator column displays the names of the original owner of the task.
- The Workflow Tasks picklist provides the following choices:
  – Delete Task
  – Forward Task
  – Open/View Task
  – Return Task
  – Workflow Audit Log

Figure 17–2: Workflow Inbox

To perform a task from the Workflow Inbox:

1. Select a task by clicking on the corresponding radio button in the Select column. Expand the Workflow Tasks picklist, select an option, and then click OK to proceed. The system will forward you to the appropriate page to process the workflow task.

2. Click Close to exit the Workflow Inbox without proceeding. The system will forward you to the Main Menu.

17.1.1   Delete Task

You may delete a listed task as follows:

1. From the Workflow Inbox, select a task by clicking the corresponding radio button in the Select column.

2. Expand the Workflow Tasks picklist and select Delete Task. Click OK to proceed. The system will remove the selected task and refresh the page.

Note: A PERSTEMPO workflow notice (Missing Operation/Exercise Title, Starting Date, or Ending Date) cannot be deleted until all the subtasks contained within the workflow task.

17.1.2   Forward Task

You have the option to forward a workflow task from the Workflow Inbox that was assigned to you to another user by completing the following steps:

1. From the Workflow Inbox, click the corresponding radio button in the Select column.

2. Select Forward Task from the Workflow Tasks picklist and then click OK to proceed.

3. The system displays the Workflow—Forward Task page shown in Figure 17–3, Workflow—Forward Task.
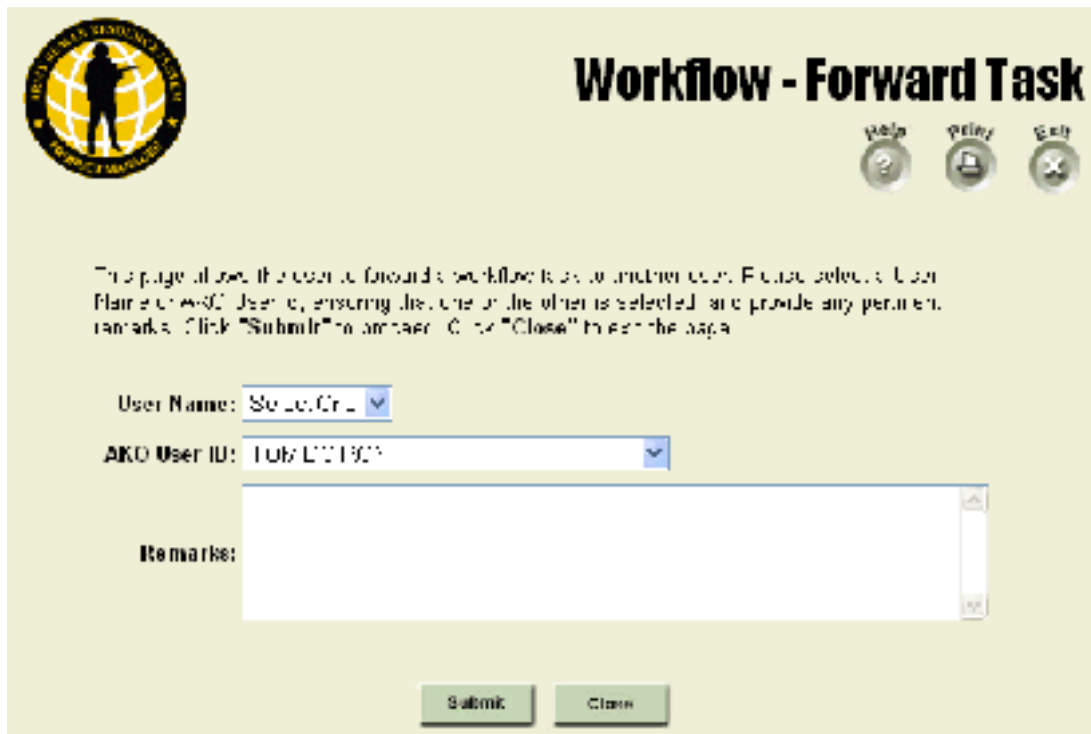
Figure 17–3: Workflow—Forward Task

4. Select a user from either the User Name picklist or the AKO ID picklist. The lists contain only the users that have an account with the same UIC as the current user.

5. Enter any relevant comments in the Remarks text-entry field as necessary.

6. Click Submit to proceed.

7. The system will forward the task to the selected user and return you to the Workflow Inbox.

8. Alternatively, click Close to return to the Workflow Inbox without proceeding.

17.1.3 Open/View Task

You can select to open/view a task as follows:

1. From the Workflow Inbox, click the corresponding radio button in the Select column.

2. Expand the Workflow Tasks picklist and select Open/View Task. Click OK to proceed.

3. If the task requires an action from you, the system will display the appropriate page from the corresponding functional area. If the task is informational, the system will display the Workflow—View Task page (as illustrated in Figure 17–4, Workflow—View Task) and allow you to view the pertinent information related to the task. You can click Close on the Workflow—View Task page to return to the Workflow Inbox.

Figure 17–4: Workflow—View Task

Refer to Section 17.1.8, Process PERSTEMPO Workflow Tasks, for information on how to process workflow tasks generated by the PERSTEMPO function.

17.1.4   Return Task

You have the option to return a task that was forwarded to you by completing the following steps:

1. From the Workflow Inbox, click the corresponding radio button in the Select column.

2. Select Return Task from the Workflow Tasks picklist and then click OK to proceed.

3. The system displays the Workflow—Return Task page (shown in Figure 17–5, Workflow—Return Task).

4. The system displays the details related to the task, such as the subject of the task and the name of the originator.

5. You can enter any pertinent remarks related to returning the task in the Remarks text area.
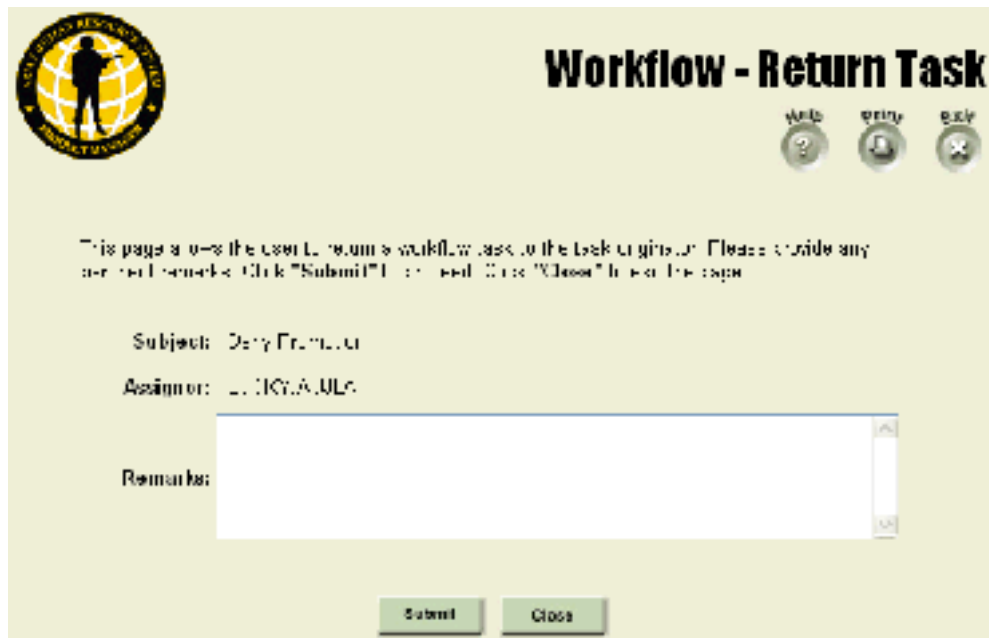
Figure 17–5: Workflow—Return Task

6. Click Submit to proceed. The system will return the task to the originator and return you to the Workflow Inbox.

7. Alternatively, click Close to return to the Workflow Inbox without proceeding.

17.1.5   Workflow Audit Log

The Workflow Audit Log option (shown in Figure 17–6, Workflow Audit Log) displays the history of a specific workflow task. The system displays the task subject and lists all actions that were performed on that task.
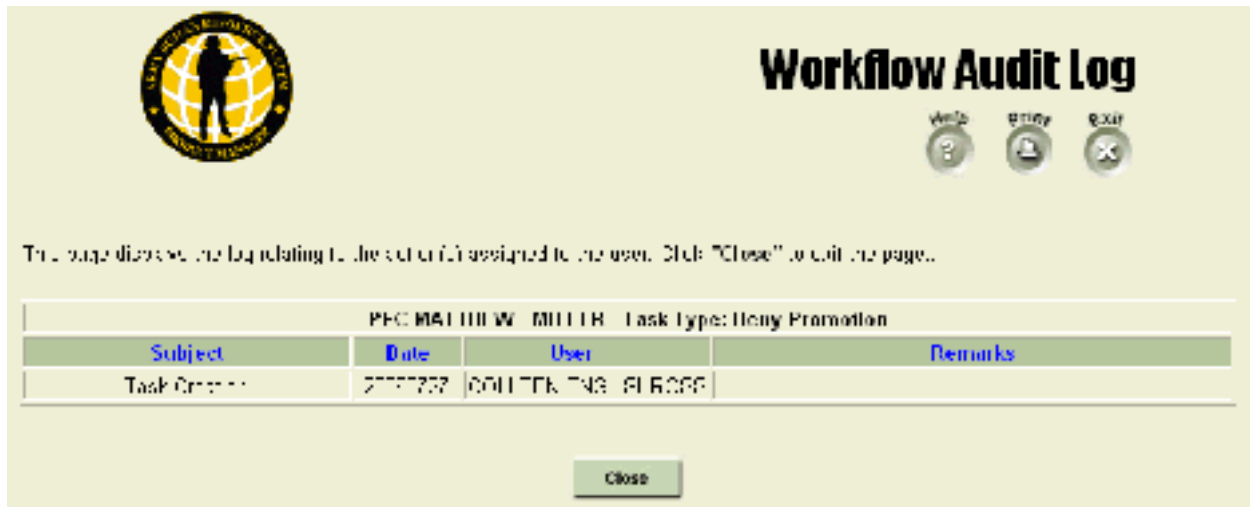
Figure 17–6: Workflow Audit Log

The Workflow Audit Log displays the following information:

- The Workflow Tasks column indicates the tasks that were performed on the listed subject.

- The Date column shows the date that the tasks were performed.

- User column indicates the users who performed the tasks.

- The Remarks column notes any data pertinent to the specific task performed.

- Click Close to exit the page. The system returns you to the Workflow Inbox.

17.1.6   Workflow Outbox

The Workflow Outbox logs all workflow tasks that were at some point assigned to you but have since been forwarded to another user.
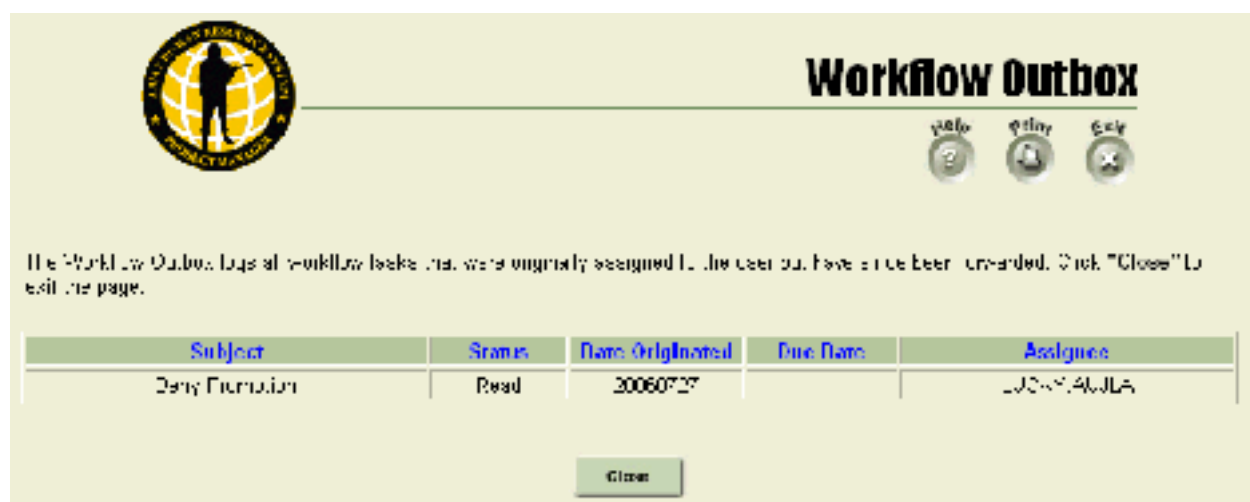
Figure 17–7: Workflow Outbox

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The system displays all workflow tasks that were at some point assigned to you, but have since been forwarded to another user. The layout of the Workflow Outbox is as follows:

- The Subject column identifies the workflow type.
- The Status column shows the status of the specific tasks: Complete, Pending, Read, and Unread.
- The Date Originated and Due Date columns indicate the specific time frame of the task.
- The Assignee column identifies the user who was assigned to perform the tasks.
- Click Close to exit the page. The system returns you to the Main Menu.

17.1.7   Delegate Role

The Delegate Role page (shown in Figure 17–8, Delegate Role) allows you, as an authorized user, to assign a workflow-related role from one user to another within your unit boundaries. The system provides two access paths for the Delegate Role screen. If you access the screen from the Main Menu, you can delegate your workflow role to another user. If you access the Delegate Role screen via the System Administration submenu, you can delegate the role of any user in your account or any subordinate unit within your hierarchy. To delegate a role, perform the following steps:

1. Under the subheading of User Information, the system displays the current values for Name, SSN, User ID, e-Mail Address, Phone Number, Rank, PGrade, Associated Unit, and User Role from the database as read-only for verification purposes.

2. The system stores the available User Names within the unit of the user whose role is to be delegated in the Delegate Role User Name picklist. You may expand the picklist and select an appropriate name. The system also stores the corresponding AKO User ID values in the AKO User ID picklist. You may expand the picklist to select an appropriate ID.

3. The system will populate the Name and SSN as read-only based on the selected User Name or AKO User ID.

4. You may enter a Start Date and End Date indicating the length of time for the role delegation in the provided text-entry fields.

5. You also have the option to enter any pertinent Delegation Comments for the selected user.

6. Click Submit to proceed. The system will prompt you to confirm that the delegation of role is successful and will return you to the Main Menu.

7. Click Close to exit the page without proceeding. The system returns you to the Main Menu (or System Administration submenu if this was how the Delegate Role screen was accessed).

Figure 17–8: Delegate Role
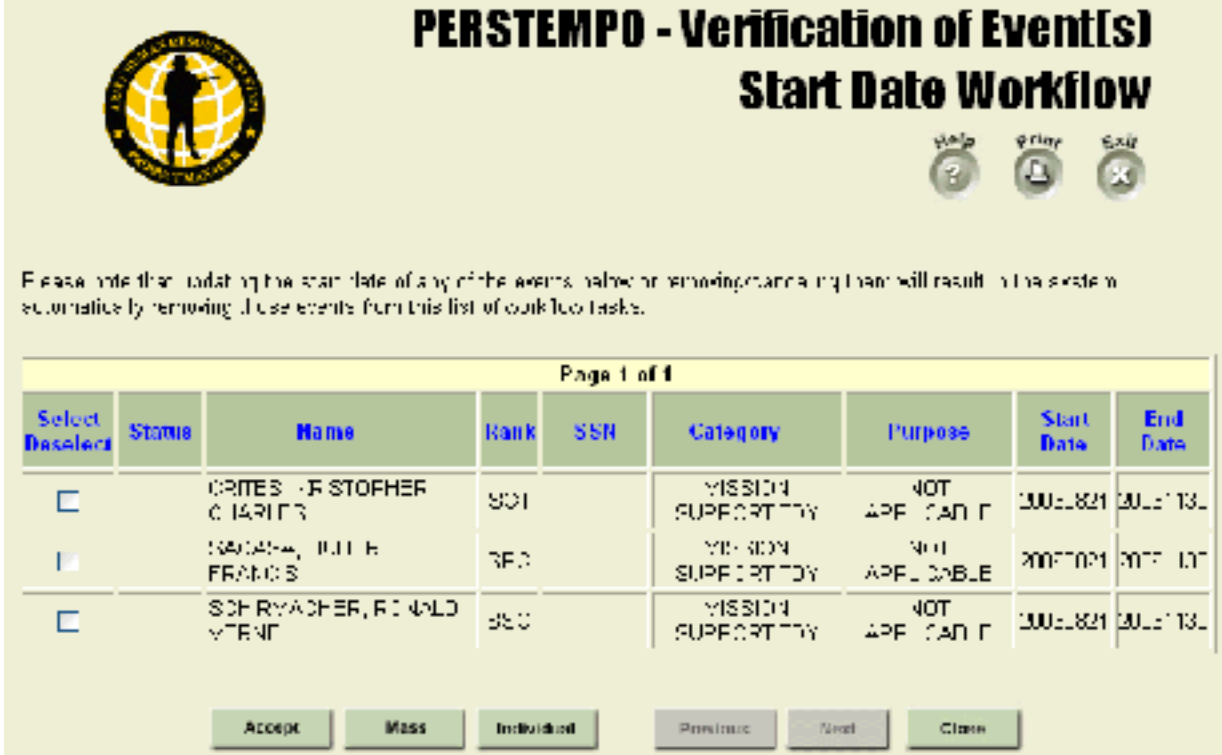
17.1.8 Process PERSTEMPO Workflow Tasks

The subsequent sections detail how to process Missing Operation/Exercise Title and Starting Date/Ending Date workflow notices.

17.1.8.1 PROCESS STARTING DATE/ENDING DATE WORKFLOW TASKS

You may accept or update the subtasks contained within the Starting Date/Ending Date workflow notice. To process either a Starting Date or Ending Date workflow task, perform the following steps:

1. Select the pending workflow task from the Workflow inbox, select Open/View task, and click OK. The system displays the PERSTEMPO Verification of Event(s) Start Date Workflow page, shown in Figure 17–9. (**Note:** If you selected an Ending Date workflow notice, the PERSTEMPO Verification of Event(s) End Date Workflow page will be displayed.)

Figure 17–9: PERSTEMPO Verification of Event(s) Start Date Workflow Page

2. Select a Soldier to process by clicking the checkbox to the left of his or her name, or select all the Soldiers in the list process by clicking Select in the column heading.

3. Click Accept to accept selected events without updating information about the event. The system updates the Status column to reflect the action performed.

4. To update information for a selected event, you may either perform an individual update or a mass update. To update the event information, use either of the following processes:

   - **Individual**—An individual update allows you to change information, such as the Event UIC, for each event selected. Select the events you want to process and click Individual. The system displays the PERSTEMPO Individual Event Soldier Data page. Update the necessary information and click Save. The system returns you to the PERSTEMPO Verification of Event(s) Start Date Workflow page and updates the Status column to reflect the action performed.

   - **Mass**—A mass update allows you to change information that is common to several events at one time. Select the events you want to process and click Mass. The system displays the PERSTEMPO Mass Event Soldier Data Action: Update page. Update the desired information and click Save. The system displays the PERSTEMPO Mass Event – Workflow Summary page. Click Close. The system returns you to the PERSTEMPO Verification of Event(s) Start Date Workflow page and updates the Status column to reflect the action performed.

5. After processing the last event, the system displays a message informing that all workflow events have been processed and that you may now delete the task from your Workflow

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Inbox. Click OK to proceed. The system returns you to the PERSTEMPO Verification of Event(s) Start Date Workflow page.

6. Click Close after you have processed all events. The system returns you to the Workflow Inbox. The system updates the Status column to show that the workflow task is complete.

17.1.8.2   PROCESS MISSING OPERATION/EXERCISE TITLE WORKFLOW TASKS

You may update the events contained within the Missing Operation/Exercise Title workflow task. If you change the start date of any of the events or remove/cancel the event, the system automatically removes those events from the list of workflow tasks. To process a Missing Operation/Exercise Title workflow task, perform the following steps:

1. Select the pending workflow task from the Workflow inbox, select Open/View task, and click OK. The system displays the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page, shown in Figure 17–10.

Figure 17–10: PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow Page

2. Select a Soldier to process by clicking the checkbox to the left of his or her name, or select all the Soldiers in the list process by clicking Select in the column heading.

3. To update information for a selected event, you may either perform an individual update or a mass update. To update the event information, use either of the following processes:

   - **Individual**—Select the events you want to process and click Individual. The system displays the PERSTEMPO Individual Event Soldier Data page. Only the Operation/Exercise Title picklist is enabled for update. Select a value from the picklist

and click Save. The system returns you to the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page and updates the Status column to reflect the action performed.

- **Mass**—Select the events you want to process and click Mass. The system displays the PERSTEMPO Mass Event Soldier Data Action: Update page. The Event UIC, Start Date, and End Date fields and the Operation/Exercise Title picklist are enabled for update. (**Note:** Updating the Start Date will remove the event from the workflow task list.) Update the desired information and click Save. The system displays the PERSTEMPO Mass Event – Workflow Summary page. Click Close. The system returns you to the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page and updates the Status column to reflect the action performed.

4. After processing the last event, the system displays a message informing that all workflow events have been processed and that you may now delete the task from your Workflow Inbox. Click OK to proceed. The system returns you to the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page.

5. Click Close after you have processed all events. The system returns you to the Workflow Inbox. The system updates the Status column to show that the workflow task is complete.

18.   SYSTEM ADMINISTRATION

The System Administration module allows the authorized User Administrator (UA) to perform unit hierarchy and user account management functions within *e*MILPO. Figure 18–1, System Administration Processes, illustrates the processes in System Administration.
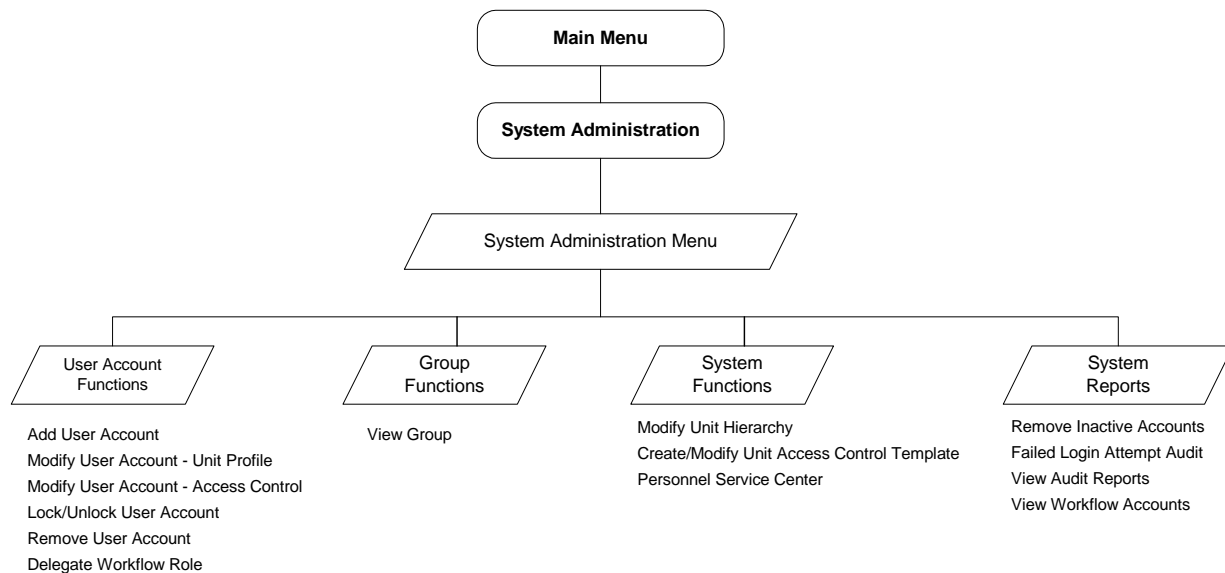
Figure 18–1: System Administration Processes

18.1   System Administration Menu

The System Administration Menu (shown in Figure 18–2, System Administration Menu) allows the authorized UA to select an option to process System Administration functions. The System Administration function within *e*MILPO offers the following functionality:

- User Account Functions
    - Add User Account
    - Modify User Account—Unit Profile
    - Modify User Account—Access Control
    - Lock/Unlock User Account
    - Remove User Account
    - Delegate Workflow Role
- Group Functions
    - View Group
- System Functions
    - Modify Unit Hierarchy
    - Modify Unit's Access Control Template
    - Personnel Service Center

- System Reports
  - Remove Inactive Accounts
  - Failed Login Attempt Audit
  - View Audit Reports
  - View Workflow Accounts

Figure 18–2: System Administration Menu

To access the functions available on the System Administration Menu, perform the following steps:

1. To perform a User Account Function, enter an AKO ID in the provided text-entry field and click on the corresponding radio button for the function.

2. To perform a Group Function, select a group from the pull-down and click the corresponding radio button for the function.

3. To perform a System Function, enter a UIC in the provided text-entry field and click on the corresponding radio button for the function.

4. Alternatively, to generate a System Report, click on the corresponding radio button for the report.

5. Click Submit to proceed. The system will display the appropriate data page for the selected function.

6. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

18.1.1   Roles and Responsibilities

A distinction is made between functional roles and workflow roles within the *e*MILPO application. Functional roles refer to system users and administrators and the permissions they have that are defined within their user templates. User roles within *e*MILPO include the following:

- Senior User Administrator (SUA)—The SUA's responsibilities include the creation and management of groups and the rights associated with those groups. The SUA can create the following user accounts: SUA, User Administrator, and User. The SUA role will be performed by HQDA personnel.

- User Administrator (UA)—The UA's responsibilities include the creation and management of user accounts and user profiles, the assignment of groups to a user, and the locking/unlocking of user accounts. The UA may temporarily delegate a user role for the receipt of Workflow Notices (for example, to cover for a period of vacation). The UA can also manage the Army's organizational hierarchy and turn workflow privileges on and off (for Slotting only) for units within his or her authorization.

- Users—This refers to the clerks who access the various personnel functions within the application. Their permissions are defined by the groups to which they are assigned.

Workflow roles refer to the responsibilities of assigning tasks and approving personnel requests and actions. Workflow roles include the following:

- BDE S1 Chief
- BDE S1 Clerk
- BN S1 Chief
- BN S1 Clerk
- Career Counselor
- Commanding Officer
- None
- PERSTEMPO Chief
- PERSTEMPO Clerk

- PSC Chief
- PSC Clerk
- Sr. System Administrator
- System Administrator
- Unit Administrator

18.1.2   Business Rules for System Administration

Please note the following business rules pertaining to System Administration:

- The UA will approve or deny requests for access based on *e*MILPO security requirements. Only those users with a legitimate reason to access the *e*MILPO application will be approved.
- Only the UA can add, modify, remove, and unlock user access and accounts.
- An UA can only add, modify, remove, and unlock user access or accounts for UICs for which he or she is authorized. The UA will not have visibility of user accounts with UICs that are not under his or her assigned authority.
- A User's rights are determined by the Groups to which he or she has been assigned.

18.2   User Account Functions

User Account Functions on the System Administration Menu (shown in Figure 18–3, System Administration Menu—User Account Functions) allow the UA to create, maintain, and remove user accounts for the unit boundaries that he or she is authorized to manage. All User Account Functions require that the UA provide an AKO User ID. Some User Account Functions will further require the UA to select an Associated UIC, if the user is associated with more than one UIC.

Figure 18–3: System Administration Menu—User Account Functions

To access User Account Functions, the UA performs the following steps:

1. From the System Administration Menu, provide an AKO User ID for the user.
2. Select an option by clicking the corresponding radio button.
3. Click Submit to proceed. The system will authenticate the user ID to ensure it is a valid and active AKO User ID. The system will then display the appropriate page for processing.
4. Click Close to exit without proceeding. The system will return the UA to the Main Menu.

18.2.1   System Validations

The system performs the following validations:

- The system shall ensure that the entered AKO User ID exists in the AKO Directory.

- The system shall ensure that the entered AKO User ID does not already exist in the *e*MILPO database in the event of the Add User Account selection.

- The system shall ensure that the entered AKO User ID has not already been associated with two UICs. *e*MILPO users may be associated with 15 UICs.

18.2.2   Add User Account (User)

After the pertinent leader, supervisor, or manager of a unit approves the *e*MILPO Access Request Form, it will be submitted to the UA of the unit. The UA for the unit is authorized to approve and create user accounts based on *e*MILPO security requirements. This function allows the authorized UA to create the Unit Profile for a new user account. The UA should have the submitted and approved Access Request Form to complete the necessary data.

The UA completes the following steps to add a new user account:

1. Select the Add User Account radio button from the main System Administration Menu: eMILPO displays the Add User Account—Unit Profile Page (shown in Figure 18–4).

Figure 18–4: Add User Account—Unit Profile

2. Under the subheading of User Information, the system displays the user data as currently recorded in the database as read-only. The captured information (Name, SSN, User ID, e-Mail Address, Phone Number, Rank, and P-Grade) is based on the entered AKO User ID.

3. Under the User Information subheading, select a Workflow role from the Workflow Role picklist. This is a required field. If a Workflow role is not applicable, select None.

4. Under the User Information subheading, select the User role from the User Role picklist. This is a required field.

5. Under the subheading of Unit Profile Information:

   - Enter the Associated UIC as provided in the Access Request Form. This is a required field.

   - Enter a required Start Date for the account in the provided text-entry field.

   - Enter a required End Date for the account in the provided text-entry field.

6. Under the subheading of Supervisor/Leader/Manager Information:

    - Enter the required Name of the manager who approved the Access Request Form.

    - Enter the required Phone Number in the provided text-entry field.

7. Under the subheading of Access Control Information, indicate the type or level of access control for the user by checking on the corresponding radio button.

    - **Unit Template**—The user will inherit the access control template of the associated UIC. The UA will not need to assign access control for this user.

    - **User Specific**—The UA will assign a more specific or customized access control template for the user.

8. Click Reset to clear all text-entry fields and start over.

9. Click Close to exit the page without saving. The system returns you to the System Administration Menu page.

10. Click Submit to proceed. The system will validate entry and display the Add User Group Control page—shown in Figure 18–5, Add User Control Group Page—if the selection of User Specific was made. Otherwise, the system returns the user to the System Administration Menu.

Figure 18–5: Add User Control Group Page

11. Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system displays the Add User Access Control page, shown in Figure 18–6, Add User Access Control Page.

Figure 18–6: Add User Access Control Page

12. At the Add User Access Control page, you may select the functions you want to assign to the user from the Available Functions – Groups on the right. Select the functions you want to assign and click ADD. To select one functional area, click on the item. To select multiple

functional areas that are in succession of each other, click on the first item, hold down the **Shift** key. To select multiple functional areas that are not in succession of each other, click on the first item, hold down the **Ctrl** key and click each succeeding item. The system adds the functions to the users Assigned Functions – Groups listing.

13. Under Access Control at Sub-Unit(s), you may assign functions to the sub-units to which the user has rights. Select the function from the Available Functions – Groups and click Add. The functions will be added to the Assigned Functions – Groups.

14. Click Submit to finish creating a user-specific user account. The system displays a message confirming that the user account has been created and asking if you would like to create another account. Click Yes to create another account; the system returns you to the System Administration Menu. Click No to return to the Main Menu.

15. Click Close to return to the System Administration Menu without saving your changes.

18.2.2.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the entered AKO User ID is not already associated with the given Associated UIC.

- The system shall ensure that the entered Associated UIC is within the unit boundaries of the UA. The UA cannot process account requests outside of his or her unit boundaries.

- The system shall ensure that the unit profile data entered are valid.

18.2.3   Add User Account (User Administrator)

To create a user administrator account, the UA performs the following steps:

1. Select the Add User Account radio button from the main System Administration Menu: eMILPO displays the Add User Account—Unit Profile Page (shown in Figure 18–4).

2. Under the subheading of User Information, the system displays the user data as currently recorded in the database as read-only. The captured information (Name, SSN, User ID, e-Mail Address, Phone Number, Rank, and P-Grade) is based on the entered AKO User ID.

3. Under the User Information subheading, select a Workflow role from the Workflow Role picklist. This is a required field. If a Workflow role is not applicable, select None.

4. Under the User Information subheading, select the User Administrator role from the User Role picklist. This is a required field.

5. Under the subheading of Unit Profile Information:

- Enter the Associated UIC as provided in the Access Request Form. This is a required field.

- Enter a required Start Date for the account in the provided text-entry field.

- Enter a required End Date for the account in the provided text-entry field.

6. Under the subheading of Supervisor/Leader/Manager Information:

- Enter the required Name of the manager who approved the Access Request Form.

- Enter the required Phone Number in the provided text-entry field.

7. Under the subheading of Access Control Information, indicate the type or level of access control for the user by checking on the corresponding radio button.

- **Unit Template**—The user will inherit the access control template of the associated UIC. The UA will not need to assign access control for this user.

- **User Specific**—The UA will assign a more specific or customized access control template for the user.

8. Click Reset to clear all text-entry fields and start over.

9. Click Close to exit the page without saving. The system returns you to the System Administration Menu page.

10. Click Submit to proceed. The system will validate entry and display the Add User Group Control page—shown in Figure 18–5, Add User Control Group Page—if the selection of User Specific was made. Otherwise, the system returns the user to the System Administration Menu.

11. Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system returns you to the System Administration Menu.

18.2.3.1   SYSTEM VALIDATIONS

The system performs the following validations:

- The system shall ensure that the entered AKO User ID is not already associated with the given Associated UIC.

- The system shall ensure that the entered Associated UIC is within the unit boundaries of the UA. The UA cannot process account requests outside of his or her unit boundaries.

- The system shall ensure that the unit profile data entered are valid.

18.2.4   Modify User Account

The Modify User Account function allows the UA to make modifications to the unit profile and access control that were previously assigned to the user. To modify a user account, the UA performs the following steps:

1. From the System Administration Menu, provide the AKO User ID for the user.

2. Select the appropriate option by clicking the corresponding radio button.

3. Click Submit to proceed. The system will authenticate the user ID to ensure that it is a valid and active AKO User ID before displaying the pertinent page.

18.2.4.1   USER ACCOUNT—UIC SELECTION

If the selected user is associated with more than one UIC, the system will display the User Account—UIC Selection page (shown in Figure 18–7, User Account—UIC Selection). This page allows the authorized UA to select one Associated UIC to manage the user's account.

To select a UIC to associate with the user, the UA performs the following steps:

1. The system stores the UICs that the user is associated with in the corresponding picklist. The UA may select one UIC to proceed.

2. Click Submit to continue. The system will display the Modify User Account—Unit Profile page.

3. Click Close to exit. The system returns you to the UA Menu.

Figure 18–7: User Account—UIC Selection

18.2.4.2   MODIFY USER ACCOUNT—UNIT PROFILE

The Modify User Account—Unit Profile page (shown in Figure 18–8, Modify User Account—Unit Profile) allows the UA to modify the unit profile portion of an existing user account. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the AKO User ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1, User Account—UIC Selection.

Figure 18–8: Modify User Account—Unit Profile

To modify the unit profile for a user account, the UA performs the following steps:

1. The system displays the user data as currently recorded in the database as read-only.

2. Under the Unit Profile Information – Associated UIC heading, the system displays the current values as recorded for the user unit profile. The UA may edit these data as necessary.

3. Under the Supervisor/Leader/Manager Information heading, the system displays the current values as recorded for the user unit profile. The UA may edit these data as necessary.

4. To change the Workflow Role for the user, perform the following steps:

   - Select a role from the Workflow Role picklist.

   - Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.

   - Click Close to exit the page without saving. The system returns the UA to the System Administration Menu for further processing.

5. To change the User Role for the user from User to User Administrator, perform the following steps:

   - The system displays the Modify User Access – Group Control page, shown in Figure 18–9, Modify User Account—Group Control.

- Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right.

- Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.

- Click Close to exit the page without saving. The system returns the UA to the System Administration Menu for further processing.

6. To change the User Role for the user from User Administrator to User, perform the following steps:

- The system displays the Modify User Access – Group Control page, shown in Figure 18–9, Modify User Account—Group Control.

- Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system displays the Add User Access Control page, shown in Figure 18–10, Modify User Account—Access Control.

- Under the subheading of Access Control at Associated Unit, the system populates the Available Functions – Groups with the functional categories and areas that exist in *e*MILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.

- The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.

- Under the subheading of Access Control at Sub-Units, the system populates the Available Functions – Groups with the functional categories and areas that exist in *e*MILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.

- The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.

- Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.

- Click Close to exit the page without saving. The system will return the UA to the System Administration Menu for further processing.

18.2.4.3   MODIFY USER ACCOUNT—ACCESS CONTROL

The Modify User Account—Access Control function allows the authorized UA to modify the access rights previously assigned to an existing user account. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1. The system then displays the Modify User Account – Group Control page, as shown in Figure 18–9, Modify User Account—Group Control. To modify access for a user, the UA performs the following steps:

Figure 18–9: Modify User Account—Group Control

1. Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system displays the Add User Access Control page, shown in Figure 18–10, Modify User Account—Access Control.

Figure 18–10: Modify User Account—Access Control

2. The system displays the user's data as currently recorded in the database as read-only. The system also displays the selected Associated UIC from the UIC Selection page as read-only.

3. Under the subheading of Access Control at Associated Unit, the system populates the Available Functions – Groups with the functional categories and areas that exist in *e*MILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.

4. The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.

5. Under the subheading of Access Control at Sub-Units, the system populates the Available Functions – Groups with the functional categories and areas that exist in *e*MILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.

6. The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.

7. Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.

8. Click Close to exit the page without saving. The system returns the UA to the System Administration Menu.

18.2.5 Lock/Unlock User Account

The Lock/Unlock User Account page (shown in Figure 18–11, Lock/Unlock User Account) allows the UA to lock an account and, therefore, make it inaccessible or unlock an account that has been previously locked. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1.

Figure 18–11: Lock/Unlock User Account

To lock or unlock a user account, the UA performs the following steps:

1. Under the subheadings of User Information and Supervisor/Leader/Manager Information, the system displays the current data as read-only for verification purposes.

2. Select the Lock or Unlock option by clicking on the corresponding radio button.

3. Click Submit to proceed. The system will either lock or unlock the requested account. The system returns the UA to the System Administration Menu.

4. Click Close to exit the page without proceeding. The system returns the UA to the System Administration Menu.

18.2.6   Remove User Account

The Remove User Account function allows the authorized UA to remove an existing user account and remove *e*MILPO access for the selected user. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1.

To remove a user account, the UA performs the following steps:

1. Under the subheadings of User Information and Supervisor/Leader/Manager Information, the system displays the current data as read-only for verification purposes—as shown in Figure 18–12, Remove User Account.

Figure 18–12: Remove User Account

2. Click Submit to proceed. The system will prompt the UA to confirm that the user's account and access to *e*MILPO for the Associated UIC is being removed. Figure 18–13, Removal Confirmation Message, shows the message the UA receives to confirm removal of the user's account.
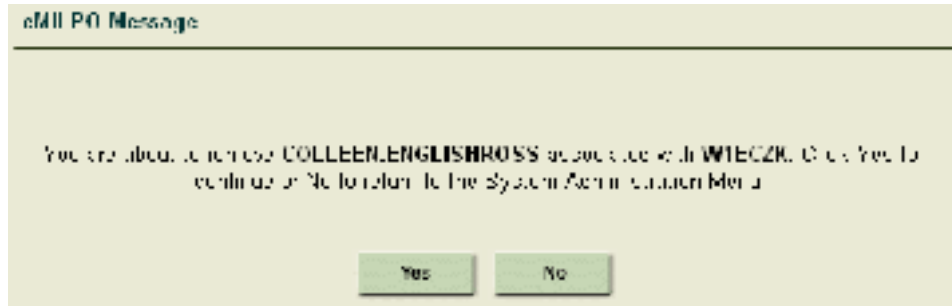
Figure 18–13: Removal Confirmation Message

18.2.6.1   SYSTEM VALIDATIONS

If the user is associated with more than one UIC, the system shall ensure that only the unit profile and access control data of the UIC specified in the UIC Selection are removed. The user will still have access to *e*MILPO via the other unit profile.

18.2.7   Delegate Workflow Role

The Delegate Workflow Role page (shown in Figure 18–14, Delegate Workflow Role) allows the authorized UA to assign a workflow-related role from one user to another within his or her unit boundaries. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with more than one UIC, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1.

Figure 18–14: Delegate Workflow Role

To assign a workflow-related role from one user to another, the UA performs the following steps:

1. Under the subheading of User Information, the system displays the current values for Name, SSN, User ID, E-Mail Address, Phone Number, Rank, P-Grade, Associated Unit, and Workflow Role from the database as read-only for verification purposes.

2. The system stores the available User Name within the UA's boundary of authority in the Delegate Workflow Role User Name picklist. The UA may expand the picklist and select an appropriate name. The system also stores the available AKO User ID within the UA's boundary of authority in the AKO User ID picklist. The UA may expand the picklist to select an appropriate ID.

3. The system will populate the Name and SSN as read-only based on the selected User Name or AKO User ID.

4. The UA may enter a Start Date and End Date indicating the length of time for the role delegation in the provided text-entry fields.

5. The UA also has the option to enter any pertinent Delegation Comments for the selected user.

6. Click Submit to proceed. The system will prompt the UA to confirm that the delegation of role is successful and return the UA to the System Administration Menu.

7. Click Close to exit the page without proceeding. The system will return the UA to the System Administration Menu.

18.3 Group Functions

The Group Functions on the System Administration Menu allow the UA to view the Groups created in the eMILPO application as well as the functions assigned to that group.
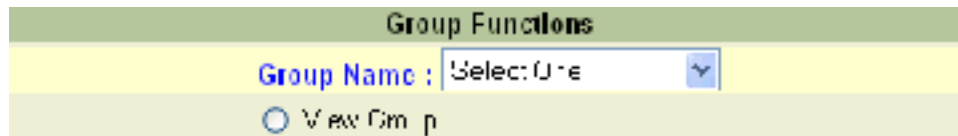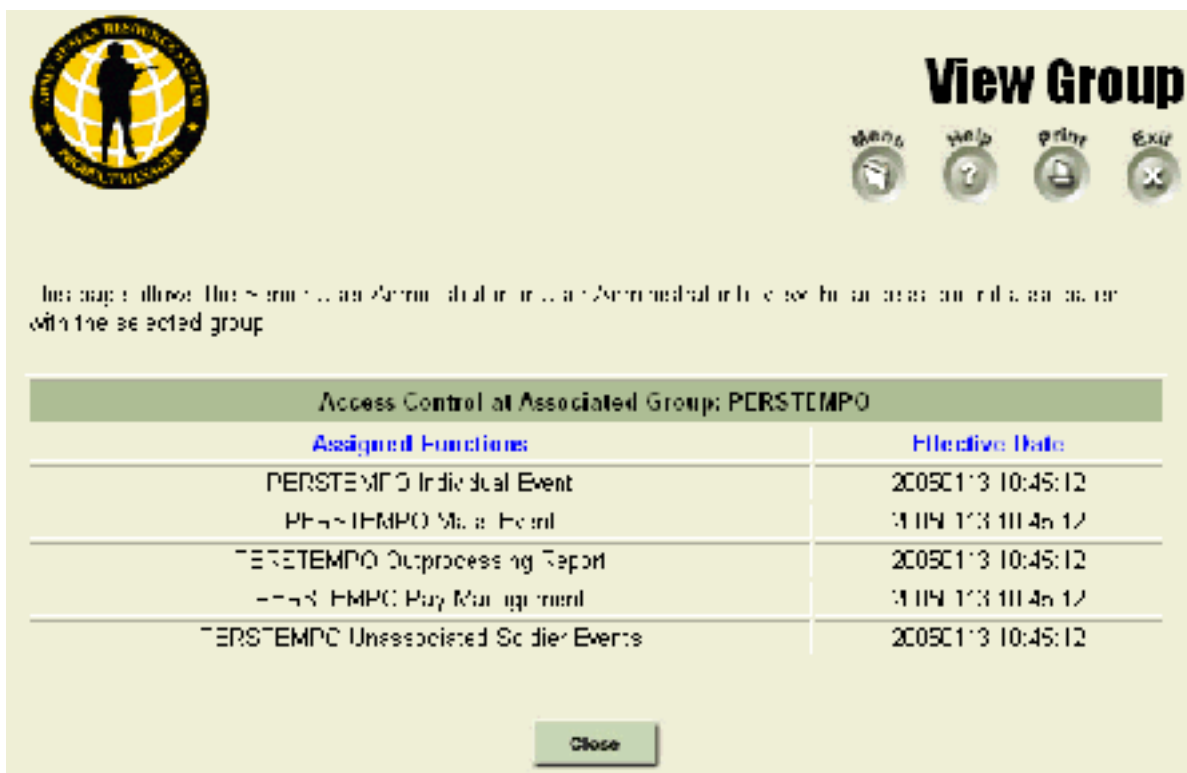
Figure 18–15: System Administration Menu—Group Functions

To view a group, perform the following steps:

1. Select the group name from the Group Name picklist. The system displays the View Group page, shown in Figure 18–16, View Group.

Figure 18–16: View Group

2. The system displays the Group Name, Assigned Functions, and Effective Date as read-only.
3. Click Close to return to the System Administration Menu.

18.4   System Functions

The System Functions on the System Administration Menu allow the UA to manage the hierarchy and access control templates of UICs within his or her unit boundaries. The UA also has the option to manage a unit's PSC status. All System Functions require that the UA provide an Associated UIC.
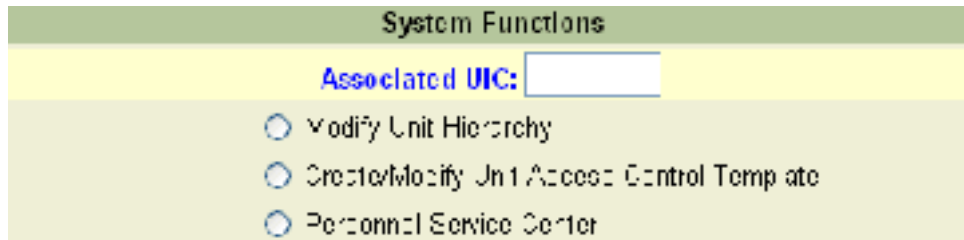
Figure 18–17: System Administration Menu—System Functions

To associate a UIC and select a system function, the UA performs the following steps:

1. From the System Administration Menu, provide an Associated UIC for the unit.

2. Select a function by clicking the corresponding radio button.

3. Click Submit to proceed. The system will authenticate the entered Associated UIC to ensure that it is a valid and active UIC. The system will then display the appropriate page for processing.

4. Click Close to exit without proceeding. The system will return the UA to the Main Menu.

18.4.1   System Validations

The system shall ensure that the entered UIC exists in the database.

18.4.2   Modify Unit Hierarchy

The Modify Unit Hierarchy page (shown in Figure 18–18, Modify Unit Hierarchy) allows the authorized UA to change the organizational hierarchy of a parent unit. Organizational hierarchy is defined as the administrative chain of command for a segment of the Army structure. Within the organizational hierarchy of units, a user will have access to his or her unit's data and those units that exist below it in the hierarchy. Users who are associated with a Personnel Service Center (PSC) will also have access to each of the units serviced by their PSC.

Figure 18–18: Modify Unit Hierarchy

To modify the unit hierarchy, the UA performs the following steps:

1. The system displays the selected UIC as read-only for verification purposes.

2. The UA may view the graphical presentation of the selected unit's hierarchy by clicking the View Unit Hierarchy link. The selected unit's position within the hierarchy will be shown in red. The hierarchy structure will show both the parent unit above it and the sub-units below it.

3. The system populates the Parent UIC text field. The UA may provide a different UIC as necessary. This is a required field.

4. The system populates the required Designation picklist with the current data. The UA may expand the picklist and select an alternative choice as appropriate.

5. The UA has the option to turn workflow notification on or off for the selected associated UIC by clicking on the corresponding radio button. This is a required field.

6. Click Submit to proceed. The system will authenticate the entered Parent UIC to ensure that it is a valid and active UIC. The system will then notify the UA of a successful modification and return the UA to the System Administration Menu.

7. Click Close to exit without proceeding. The system will return the UA to the System Administration Menu.

18.4.3   Create/Modify Unit Access Control Template

The unit's access control template determines the data and functions that the unit and sub-units can access within *e*MILPO. The Create/Modify Unit Access Control Template page allows the authorized UA to revise a unit's access to data and functions.

To create/modify the unit access control template, the UA performs the following steps:

1. Select the Create/Modify Unit Access Control Template radio button. The system displays the Modify Account Template – Group Control page, shown in Figure 18–19.

Figure 18–19: Modify Account Template – Group Control

2. Under Group Control at Associated Unit, select the Group you want to assign to the unit template from the Available Groups on the left and click Add. The Group will be added to the unit's Assigned Groups on the right. Click Submit. The system displays the Modify Unit's Access Control Template page, shown in Figure 18–20, Modify Unit's Access Control Template.

Figure 18–20: Modify Unit's Access Control Template

3. Under the subheading of Access Control at Associated Unit, the system populates the Available Functions – Groups with the functional categories and areas that exist in *e*MILPO. The UA may select one or more selections and click ADD to add to the current selections for the unit.

4. The system populates the Assigned Functions – Groups previously selected for the unit. The UA may highlight one or more selections and click DEL to remove the functions.

5. Click Submit to save the changes. The system returns the UA to the Main Menu.

6. Click Close to exit without proceeding. The system returns the UA to the System Administration Menu.

18.4.4   Personnel Service Center

The Personnel Service Center option allows the UA to assign a PSC to service a unit, designate a unit as a PSC, or remove the PSC designation from a unit.

Figure 18–21: Personnel Service Center

To assign a PSC to service a unit, designate a unit as a PSC, or remove the PSC designation from a unit, the UA performs the following steps:

1. The system will display the selected UIC and any designated PSC as read-only. To select a PSC for the selected unit, expand the Selecting a PSC picklist and select a PSC.

2. Alternatively, the UA may click the Designating PSC Status radio button to designate the selected unit as a PSC, or click the Removing PSC Status radio button to remove the PSC designation from the selected unit.

3. Click Submit to proceed. The system will process the selection and return the UA to the System Administration Menu.

4. Click Close to exit the page without saving. The system returns you to the System Administration Menu.

For Official Use Only

18.5   System Reports

The System Reports option on the System Administration Menu allows the UA to view pertinent reports of UICs within his or her unit boundaries. The System Reports option offers the following reports:

- Remove Inactive Accounts
- Failed Login Attempt Audit
- View Audit Reports
- View Workflow Accounts
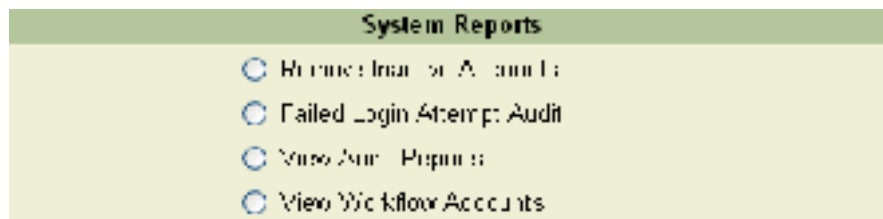
Figure 18–22: System Administration Menu—System Reports

18.5.1   Remove Inactive Accounts

The Remove Inactive Accounts report lists the user accounts that have been inactive for 30 days or greater and allows the authorized UA to remove those accounts.

Figure 18–23: Remove Inactive Accounts

To remove an inactive user account, the UA performs the following steps:

1. The system displays all user accounts that are inactive for 30 days or greater as well as their corresponding data (User ID, Associated UIC, Last Logon Date, # Inactive Days, and Account Locked status).

2. The UA may remove one or more inactive accounts by checking the corresponding checkbox in the Remove column.

3. Click Submit to proceed. The system will prompt the UA to confirm that the selected accounts should be removed.

4. If the UA responds Yes, the system will remove the accounts and notify the UA that the accounts have been successfully removed. The system then returns the UA to the System Administration Menu.

5. If the UA responds No, the system will return the UA to the current page for further processing.

6. Click Close to exit the page and return to the Main Menu without proceeding.

18.5.2   Failed Logon Attempt Audit

The Failed Logon Attempt Audit report (shown in Figure 18–24, Failed Logon Attempt Audit) captures the failed attempts of logging in to *e*MILPO. These failed attempts are logged on the system for the purpose of inspection and action as necessary. This page allows the authorized UA to review and, if necessary, purge the audit records.
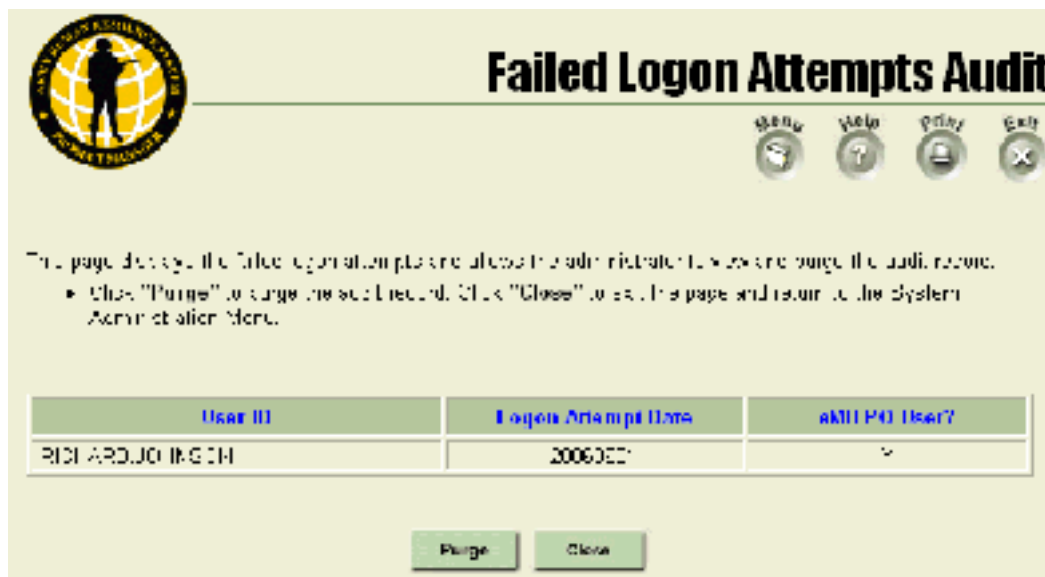
Figure 18–24: Failed Logon Attempt Audit

To view and/or purge the failed logon audit log, the UA performs the following steps:

1. The system displays all failed login attempts and their corresponding data (User ID, Login Attempt Date, and whether the user ID indicated an eMILPO User).

2. The UA has the option to click Purge to remove the audit records. The system will prompt the UA to confirm that the records are being removed. The system then returns the UA to the System Administration Menu.

3. Click Close to exit without proceeding. The system will return the UA to the System Administration Menu.

18.5.3 View Audit Reports

The View Audit Reports option of the System Administration Menu allows the UA to view the actions that have been performed on eight major tables in the database.

18.5.3.1 VIEW AUDIT REPORT—FILTER CRITERIA

The View Audit Report—Filter Criteria page (shown in Figure 18–25, View Audit Report—Filter Criteria) allows the UA to query the database for audit reports filtered by Table Name, Date Range, by SSN, or by AKO User ID.

Figure 18–25: View Audit Report—Filter Criteria

To set the filter criteria for the audit report, the UA performs the following steps:

1. Expand the Table Name picklist and select the table of choice from the options listed below. This is a required field.

   • Major Personnel Action
   • Military Duty Status
   • SFPA
   • Soldier
   • Soldier Lost Time

- Soldier Overseas Assignment
- Soldier Physical Qualification
- Soldier Rank

Note: In addition to the required Table Name selection, you must specify one of the following fields—SSN, AKO User ID, or Date Range—to generate an audit report.

2. The UA may also select a Date Range in yyyymmdd format by entering a date in the From and To text-entry fields. The maximum date range is 3 months.
3. The UA may identify a SSN to view by entering a user's SSN in the provided text-entry field.
4. The system stores all User ID in the Associated UIC in the AKO User ID picklist. The UA may expand the picklist and select an ID to further filter the report.
5. Click Submit to proceed. The system validates the date range and displays the View Audit Report for the selected filter criteria.
6. Click Close to exit the page. The system returns the UA to the System Administration Menu.

18.5.3.2   VIEW AUDIT REPORT—MAJOR PERSONNEL ACTION TABLE

The View Audit Report—Major Personnel Action Table (shown in Figure 18–26, View Audit Report—Major Personnel Action Table) allows the authorized UA to monitor the activities performed on the Major Personnel Action table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

Figure 18–26: View Audit Report—Major Personnel Action Table

The system displays the activities on the Major Personnel Action table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)

- MPA Type
- MPA Reason
- MPA Date
- Drop Type
- MPC
- Update User

Click Close to exit the report and return to the System Administration Menu.

18.5.3.3 VIEW AUDIT REPORT—MILITARY DUTY STATUS TABLE

The View Audit Report—Military Duty Status Table (shown in Figure 18–27, View Audit Report—Military Duty Status Table) allows the authorized UA to monitor the activities performed on the Military Duty Status table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

Figure 18–27: View Audit Report—Military Duty Status Table

The system displays the activities on the Military Duty Status table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- Military Duty Status
- Military Duty Status Date
- Update User

Click Close to exit the report and return to the System Administration Menu.

18.5.3.4   VIEW AUDIT REPORT—OVERSEAS ASSIGNMENT TABLE

The View Audit Report—Overseas Assignment Table (shown in Figure 18–28, View Audit Report—Overseas Assignment Table) allows the authorized UA to monitor the activities performed on the Soldier Overseas Assignment table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

The system displays the activities on the Soldier Overseas Assignment table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- Arrival Date
- Dependent Travel Status
- Update User

Click Close to exit the report and return to the System Administration Menu.

Figure 18–28: View Audit Report—Overseas Assignment Table

18.5.3.5   VIEW AUDIT REPORT—PHYSICAL QUALIFICATION TABLE

The View Audit Report—Physical Qualification Table (shown in Figure 18–29, View Audit Report—Physical Qualification Table) allows the authorized UA to monitor the activities performed on the Physical Qualification table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

Figure 18–29: View Audit Report—Physical Qualification Table

The system displays the activities on the Physical Qualification table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- APFT Result
- APFT Date
- APFT Inelig Rsn (APFT Ineligibility Reason)
- Body Fat Std (Body Fat Standard Acceptability)
- Disability %
- Height
- Weight
- Update User

Click Close to exit the report and return to the System Administration Menu.

18.5.3.6   VIEW AUDIT REPORT—SFPA TABLE

The View Audit Report—SFPA Table (shown in Figure 18–30, View Audit Report—SFPA Table) allows the authorized UA to monitor the activities performed on the Suspension of Favorable Personnel Actions table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

For Official Use Only

Figure 18–30: View Audit Report—SFPA Table

The system displays the activities on the SFPA table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- SFPA Rsn (SFPA Reason)
- SFPA Type
- Eff Date (Effective Date)
- Exp Date (Expiration Date)
- Remarks
- Update User

Click Close to exit the report and return to the System Administration Menu.

18.5.3.7   VIEW AUDIT REPORT—SOLDIER TABLE

The View Audit Report—Soldier Table (shown in Figure 18–31, View Audit Report—Soldier Table) allows the authorized UA to monitor the activities performed on the Soldier table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

Figure 18–31: View Audit Report—Soldier Table

The system displays the activities on the Soldier table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- Comp (Component)
- MPC (Military Personnel Classification)
- Home UIC
- Mil Pay Lvl (Military Pay Grade Level)
- SGLI Cd (SGLI Coverage)
- Prom Rec (Promotion Consideration Recommendation)
- Mil Entry Date (Soldier Entry Active Duty Date)
- BESD (Basic Enlisted Service Date)
- DEROS (Date of Estimated Return from Overseas)
- Short OS Tour Qty

- Long OS Tour Qty
- Sep Del Rsn (Separation Delay Reason)
- SGLI Date (SGLI Election/Recertification Date)
- Update User

Click Close to exit the report and return to the System Administration Menu.

18.5.3.8   VIEW AUDIT REPORT—SOLDIER LOST TIME TABLE

The View Audit Report—Soldier Lost Time Table (shown in Figure 18–32, View Audit Report—Soldier Lost Time Table) allows the authorized UA to monitor the activities performed on the Soldier Lost Time table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

Figure 18–32: View Audit Report—Soldier Lost Time Table

The system displays the activities on the Soldier Lost Time table with the following corresponding data:
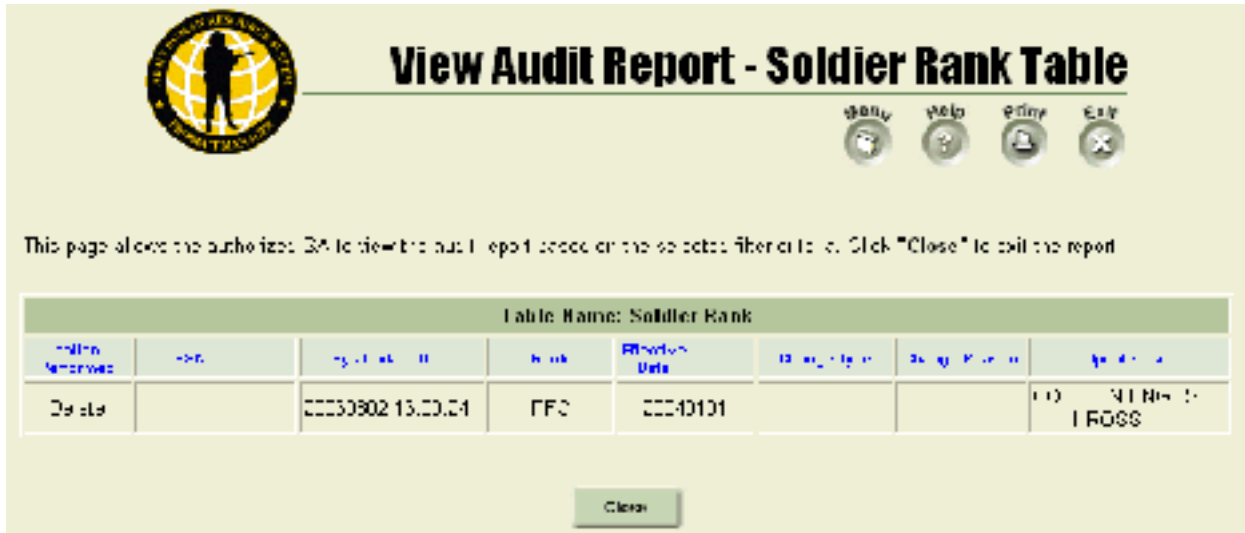
- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- Reason Lost Time
- Effective Date
- End Date

- # Days Lost Time
- Update User

Click Close to exit the report and return to the System Administration Menu.

18.5.3.9   VIEW AUDIT REPORT—SOLDIER RANK TABLE

The View Audit Report—Soldier Rank Table (shown in Figure 18–33, View Audit Report—Soldier Rank Table) allows the authorized UA to monitor the activities performed on the Soldier Rank table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

Figure 18–33: View Audit Report—Soldier Rank Table

The system displays the activities on the Soldier Rank table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- Rank
- Effective Date
- Change Type
- Change Reason
- Update User

Click Close to exit the report and return to the System Administration Menu.

18.5.3.10   VIEW WORKFLOW ACCOUNTS

The View Workflow Accounts page (shown in Figure 18–34, View Workflow Accounts) displays all workflow accounts in the UA's unit hierarchy.

Figure 18–34: View Workflow Accounts

The system displays the AKO User ID, UIC, Role, SA Rights, and End Date for all accounts as read-only. Click Close to exit the page and return to the System Administration Menu.

19.   DTAS

The DTAS function allows you to create a DTAS Soldier Record download file and to upload a TRN file from the Tactical Personnel System (TPS). Figure 19–1, DTAS Processes, illustrates the processes in the DTAS functional category.
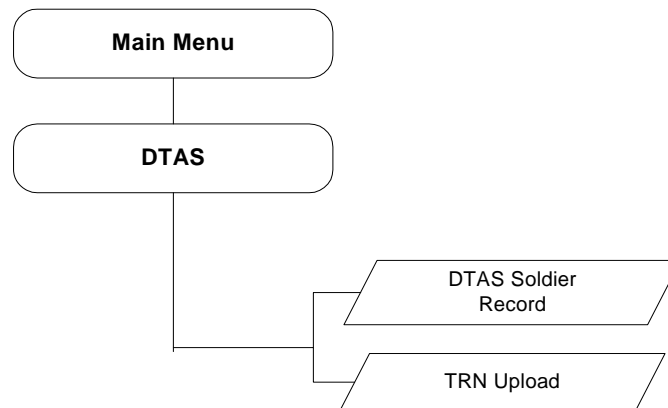
Figure 19–1: DTAS Processes

19.1   DTAS Soldier Record

The DTAS Soldier Record function allows you to generate a file containing Soldiers' records that can be used to upload data to the Deployed Theater Accountability System (DTAS) application. To initiate the process of downloading a DTAS Soldier Record, you must first build a Soldier list. The search criteria available for the DTAS Soldier Record function are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to download records, the system will display the DTAS – Data Extract page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on each page of the Soldier list.

19.1.1   DTAS – Data Extract Page

The DTAS – Data Extract Page allows you to generate a download file from the Soldier list you created during the build Soldier list process. To generate the file, click on the hyperlink. The file created is in Extensible Markup Language (XML) format. After you have saved the file, click Close to return to the Main Menu. In addition, you can click Close to return to the Main Menu without generating the XML file. Figure 19–2, DTAS – Data Extract Page, shows the hyperlink.
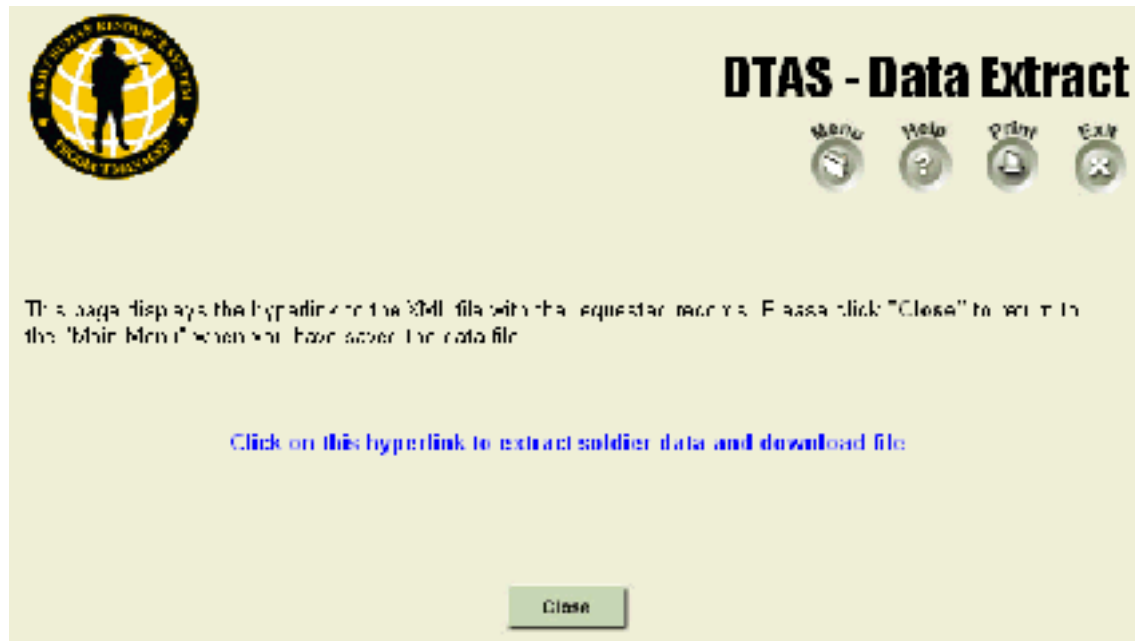
Figure 19–2: DTAS – Data Extract Page

19.2   TRN Load File

The TRN Load File function allows you to upload data from TPS to *e*MILPO. Figure 19–3, TRN File Load, shows the upload page. To upload the TRN Load File, perform the following steps:

1. Click TRN Load File from the Main Menu. *e*MILPO displays the TRN File Load page.

2. Enter the full file path name in the text-entry field. Alternatively, you may click the Browse button and browse to the file location.

3. Select the appropriate value from the Theater pull-down.

4. Click OK to the load the data. If the data selected are invalid, *e*MILPO displays an error message. If the data loaded are valid, *e*MILPO displays a message informing you the data were loaded successfully. These data are stored in an *e*MILPO table that records the selected theater as well as each Soldier's SSN, name, and date of birth. A DTAS procedure retrieves these data from the table. Click OK from the message to return to the Main Menu.

5. Click Close to return to the Main Menu without uploading data.

Figure 19–3: TRN File Load

20. PERSTEMPO

PERSTEMPO is a Congressionally-mandated system to track Soldiers' deployed time away from home. PERSTEMPO offers the following functional areas within *e*MILPO:

- PERSTEMPO Unassociated Soldier Events
- Individual Event
- Mass Event
  - Mass Add
  - Mass Update
  - Mass Removal
- Outprocessing Report
- Threshold Management
- Pay Management (which is not currently enabled)

Figure 20–1, PERSTEMPO Processes, provides a visual mapping of the processes associated with PERSTEMPO.
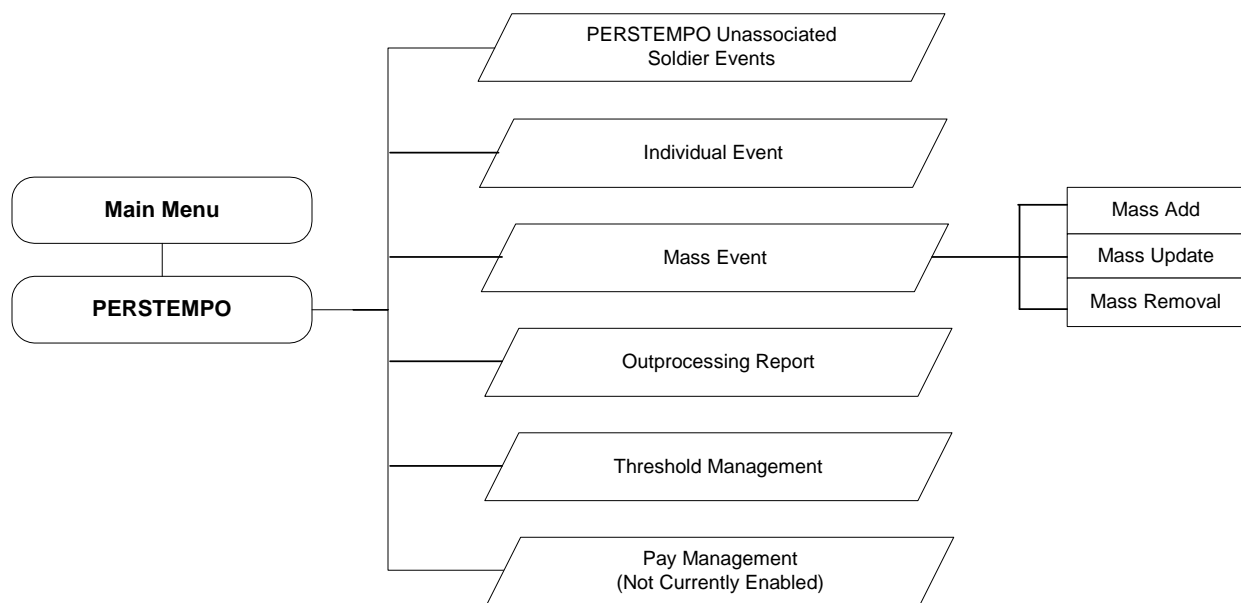
Figure 20–1: PERSTEMPO Processes

20.1 Unassociated Soldier Events

PERSTEMPO Unassociated Soldier Events allows you to update or remove an unassociated event for a selected Soldier. Figure 20–2, Unassociated Soldier Events Processes, illustrates the processes in Unassociated Soldier Events.
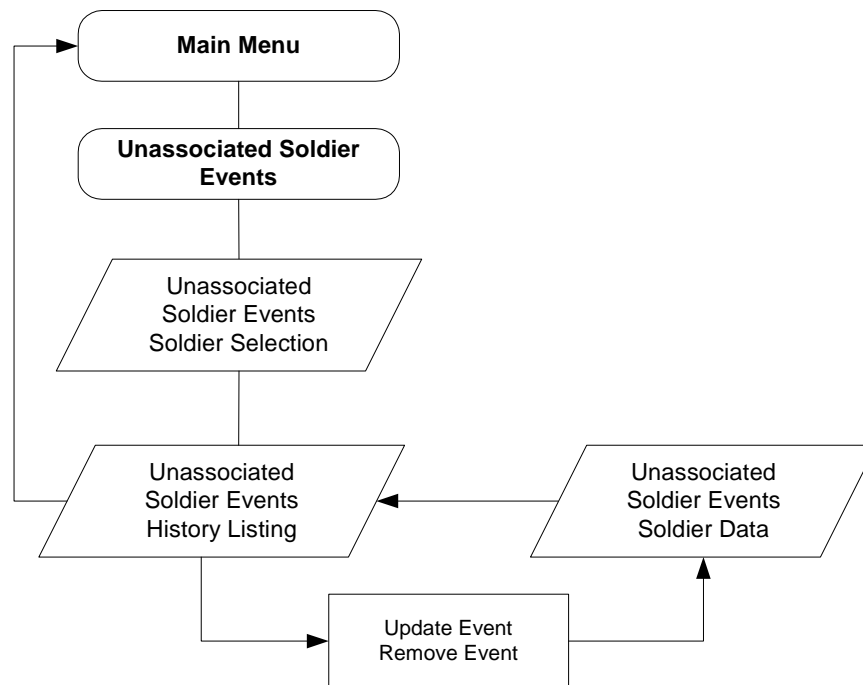
Figure 20–2: Unassociated Soldier Events Processes

The PERSTEMPO Unassociated Soldier Events—Soldier Selection page allows you to build a list of Soldiers for the working session. The PERSTEMPO Unassociated Soldier Events Soldier Selection process displays Soldiers who have event records on the system but whose records cannot be retrieved through normal search processes. Therefore, the PERSTEMPO Unassociated Soldier Events History Listing Page will list Soldiers who will not be listed elsewhere in *e*MILPO. You can build a Soldier list by searching for Soldiers by using one or more of the following criteria: SSN and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process.)

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the PERSTEMPO Unassociated Soldier Events History Listing page, shown in Figure 20–3, PERSTEMPO Unassociated Soldier Events History Listing Page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The PERSTEMPO Unassociated Soldier Events History Listing page displays the following information as read-only:

- Soldier Name
- SSN
- UIC
- OCC SPEC (Occupational Specialty)
- SCOMPT (Service Component)
- Total Actual Count
  – Out of 365 days

- – Out of 730 days
- – Consecutive Days
- Max Projected Count
  - – Out of 365 days
  - – Out of 730 days
  - – Consecutive Days

*e*MILPO displays the following data for the Soldier's events, if any:

- Creditable Days
- Event Category
- Event Purpose
- Start Date
- End Date

Figure 20–3: PERSTEMPO Unassociated Soldier Events History Listing Page

You may update or remove an unassociated event for the selected Soldier by selecting Update or Remove from the Action picklist and clicking Submit. The system displays the PERSTEMPO Unassociated Soldier Events Soldier Data page.

20.1.1 PERSTEMPO Unassociated Soldier Events Soldier Data—Update

PERSTEMPO Unassociated Soldier Events Soldier Data—Update page (shown in Figure 20–4) allows you to update an unassociated event for the selected Soldier. To update the event information, perform the following steps:

1. Select Update from the Action picklist on the PERSTEMPO Unassociated Soldier Events History Listing page and click Submit. *e*MILPO displays the PERSTEMPO Unassociated Soldier Events Soldier Data page. The Soldier name, SSN, UIC, Action, OCC Spec, and SCOMPT are displayed as read-only.

2. The Event UIC, Category, Start Date, End Date and Location are editable fields. The Operation/Exercise Title picklist, the Purpose picklist, and the Recall Indicator picklist are disabled.

3. Change the Event UIC by entering in the new UIC.

4. Update the Category by selecting the appropriate category from the picklist.

5. Change the Purpose by selecting from the values listed in the Purpose picklist.

6. Update the start date by entering the new date in the Start Date field.

7. Update the end date by entering the new date in the End Date field.

8. Select the name of the operation or exercise from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.

9. Select the location of the event from the Location picklist.

10. Select the appropriate value from the Recall Indicator picklist. The available values are Not Applicable, Same Contingency, or Contingency Within One Year. This picklist is only enabled if Named Operation is selected as the Category value.

11. Click Save to proceed. The system returns you to the PERSTEMPO Unassociated Soldier Events History Listing and displays the record status as Updated in the Status column. If you selected multiple events to update, clicking Save advances you to the next event selected and saves your changes.

12. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing and updates the Status column to reflect the action taken.

13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

14. After processing the selected events, you may perform either of the following actions:

- Click Next to proceed to the next Soldier, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last selected, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing page and updates the Status column to show all completed actions.

- Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

Figure 20–4: PERSTEMPO Unassociated Soldier Events Soldier Data—Update Page

20.1.1.1   SYSTEM VALIDATIONS

The system performs the following system validations:

- The start date must not match another event for the same Soldier.

- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).

- The event UIC must be a valid UIC in *e*MILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

20.1.1.2   SYSTEM UPDATES

The system updates the Soldiers' records with the updated event data.

20.1.1.3   TRANSACTIONS TO TAPDB

The system sends the following transaction to TAPDB: 4455.

20.1.2   PERSTEMPO Unassociated Soldier Events Soldier Data—Remove

PERSTEMPO Unassociated Soldier Events Soldier Data—Remove page (shown in Figure 20–5) allows you to remove an unassociated event for the selected Soldier. To remove an event for the selected Soldier, perform the following steps:

1. From the PERSTEMPO Unassociated Soldier Events History Listing, select Remove from the Action picklist and click Submit. The system displays the PERSTEMPO Unassociated Soldier Events Soldier Data—Remove page. In the Remove mode of an existing PERSTEMO unassociated event record, the system displays the current values in the database for the selected Soldier as read-only.

2. View the record and click Save to remove the record from the database.

3. The system will prompt you to confirm that the record is being removed from the database.

4. If you answer Yes, the system will remove the record and advance you to the next Soldier or, if you selected more than one event for removal, the system advances you to the next event. If the current Soldier is the last or only Soldier, the system generates the PERSTEMPO Unassociated Soldier Events History Listing and displays the record status as Removed in the Status column.

5. If you answer No, the system returns you to the current page for further processing.

6. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing and updates the Status column to reflect the action taken.

7. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

8. After processing the selected events, you may perform either of the following actions:

    *   Click Next to proceed to the next Soldier, if any exists. If the current Soldier is the last selected, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing page and updates the Status column to show all completed actions.

    *   Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

**Figure 20–5: PERSTEMPO Unassociated Soldier Events Soldier Data—
Remove Page**

20.1.2.1   SYSTEM VALIDATIONS

The system performs the following system validations:

- The start date must not match another event for the same Soldier.
- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).
- The event UIC must be a valid UIC in *e*MILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

20.1.2.2   SYSTEM UPDATES

The system removes the selected events from the Soldiers' records.

20.1.2.3   TRANSACTIONS TO **TAPDB**

The system sends the following transaction to TAPDB: 4455.

20.1.3   *PERSTEMPO Unassociated Soldier Events History Listing (Summary)*

After you complete an action, *e*MILPO returns you to the PERSTEMPO Unassociated Soldier Events History Listing page and displays unassociated event data for the Soldier. If an event was updated or removed, the Action column will indicate the record status. Figure 20–6, PERSTEMPO Unassociated Soldier Events History Listing (Summary), provides an example of a Soldier for whom an event has been removed.

Figure 20–6: PERSTEMPO Unassociated Soldier Events History Listing (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

20.2   Individual Event

Individual Event allows you to add an event for a selected Soldier. Figure 20–7, Individual Event Processes, illustrates the processes in Individual Event.
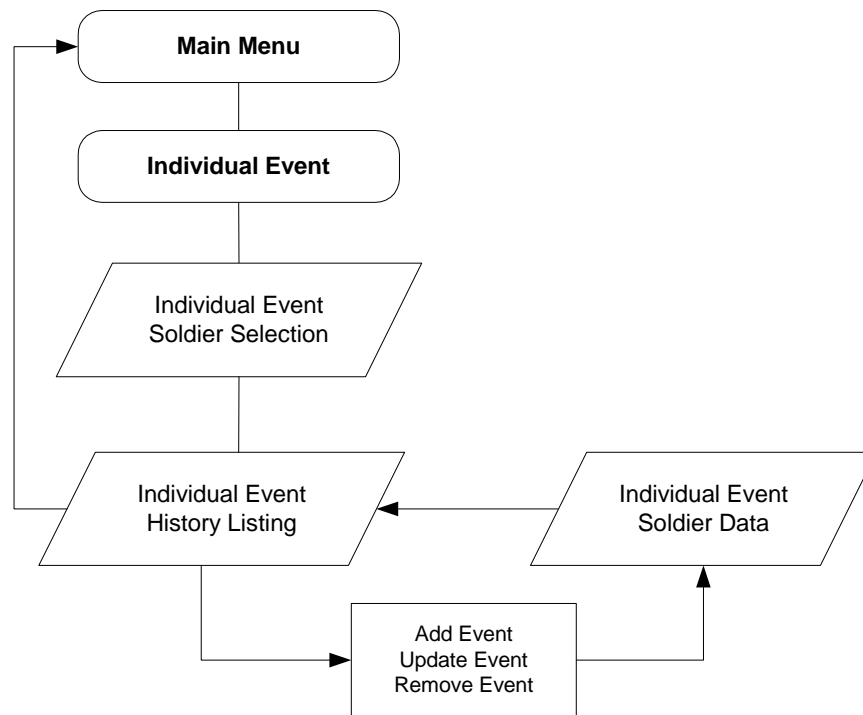
Figure 20–7: Individual Event Processes

The PERSTEMPO Individual Event—Soldier Selection page allows you to build a list of
Soldiers for the working session. The PERSTEMPO Soldier selection process includes not only
the Soldiers who have records on *e*MILPO, but also other Soldiers with records on ITAPDB.
Therefore, it is possible that the PERSTEMPO Individual Event History Listing Page will list
Soldiers who will not be listed elsewhere in *e*MILPO. You have the option to load a file of SSNs
or perform a search for Soldiers. Click Load to load a text file of SSNs for the Soldier list. The
system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to
prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the
following criteria: SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier
Selection Process.) Another alternative search applies when the Soldier you seek is in the
*e*MILPO or ITAPDB database but has neither a recorded assigned UIC nor an attached UIC. In
this case, a search by SSN retrieves that Soldier, despite the fact that the Soldier is not in your
logon UIC hierarchy.

Once you have built a Soldier list and selected the Soldiers for whom you wish to maintain
events, the system will display the PERSTEMPO Individual Event History Listing page, shown
in Figure 20–8, PERSTEMPO Individual Event History Listing Page. If the search results return
more than one page, you can navigate the pages by clicking Next or Previous where available.

Figure 20–8: PERSTEMPO Individual Event History Listing Page

You can add a PERSTEMPO event for the selected Soldier by checking the Add Event checkbox and clicking Submit. You may also update or remove an individual event for the selected Soldier by selecting Update or Remove from the Action picklist and clicking Submit. The system displays the PERSTEMPO Individual Event Soldier Data page.

20.2.1   *PERSTEMPO Individual Event Soldier Data—Add*

PERSTEMPO Individual Event Soldier Data—Add page (shown in Figure 20–9) allows you to add an individual event for the selected Soldier. To add the event information, perform the following steps:

1. Check the Add Event checkbox on the PERSTEMPO Individual Event History Listing page and click Submit. *e*MILPO displays the PERSTEMPO Individual Event Soldier Data page. The Soldier name, SSN, UIC, Action, OCC Spec (Occupational Specialty), and SCOMPT (Service Component) are displayed as read-only.

2.　The Event UIC, Category, Start Date, End Date and Location are editable fields. The Operation/Exercise Title picklist, the Purpose picklist, and Recall Indicator picklist are disabled.

3.　The Event UIC defaults to your logon account UIC. Change the Event UIC by entering in the new UIC.

4.　Specify the Category by selecting the appropriate category from the picklist. The Purpose picklist is now enabled.

5.　Specify the Purpose by selecting from the values listed in the Purpose picklist.

6.　Specify the start date by entering the date (YYYYMMDD) in the Start Date field.

7.　Specify the end date by entering the date (YYYYMMDD) in the End Date field.

8.　Select the name of the operation or exercise from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.

9.　Select the location of the event from the Location picklist.

10.　Select the appropriate value from the Recall Indicator picklist. The available values are Not Applicable, Same Contingency, or Contingency Within One Year. This picklist is only enabled if Named Operation is selected as the Category value.

11.　Click Save to proceed. The system returns you to the PERSTEMPO Individual Event History Listing and displays the record status as Added in the Status column. You may add another event by checking the Add Event checkbox and repeating Steps 1 through 10.

12.　Click Next to proceed to the next Soldier in the list, if any exist. If you have made changes, The system detects data entry on the page and prompts you to save or discard the data. If there are no more Soldiers to process, the system displays the PERSTEMPO Individual Event History Listing page and updates the Status column to show all completed actions.

13.　Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

Figure 20–9: PERSTEMPO Individual Event Soldier Data—Add Page

20.2.1.1   SYSTEM VALIDATIONS

The system performs the following system validations:

- The category selection must include only those categories that apply to creditable PERSTEMPO events.

- The Start date must be earlier than end date.

- When the user adds or updates the end date to be less than or equal to the current date, the system will close the Soldier's non-available deployment data and send Transaction 4455 if the PERSTEMPO event is closed and meets the following conditions:

  – The Non-Available Status is DEP - DEPLOYED.

  – The Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DEP - DEPLOYED.

- The duty status must be consistent with the entered event.

  – If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.

  – If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

20.2.1.2   SYSTEM UPDATES

The system updates the Soldiers' records with the new event data.

20.2.1.3   TRANSACTIONS TO TAPDB

The system sends the following transaction to TAPDB: 4455.

20.2.2   PERSTEMPO Individual Event Soldier Data—Update

PERSTEMPO Individual Event Soldier Data—Update page (shown in Figure 20–10) allows you to update an individual event for the selected Soldier. To update the event information, perform the following steps:

1. Select Update from each Action picklist for the events you want to update on the PERSTEMPO Individual Event History Listing page and click Submit. You may select more than one event to update. *e*MILPO displays the PERSTEMPO Individual Event Soldier Data page. The Soldier name, SSN, UIC, Action, OCC Spec (Occupational Specialty), and SCOMPT (Service Component) are displayed as read-only.

2. The Event UIC, Category, Purpose, Start Date, End Date and Location are editable fields. The Operation/Exercise title picklist is enabled if Named Exercise or Named Operation was selected from the Category picklist, and the Recall Indicator picklist is enabled if Named Operation was selected as the Category value.

3. Change the Event UIC by entering in the new UIC.

4. Update the Category by selecting the appropriate category from the picklist.

5. Change the Purpose by selecting from the values listed in the Purpose picklist.

6. Update the start date by entering the new date in the Start Date field.

7. Update the end date by entering the new date in the End Date field.

8. Update the name of the operation or exercise by selecting from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.

9. Select the location of the event from the Location picklist.

10. Update the Recall Indicator by selecting the appropriate value from the picklist. The available values are Not Applicable, Same Contingency, or Contingency Within One Year. This picklist is only enabled if Named Operation is selected as the Category value.

11. Click Save to proceed. The system returns you to the PERSTEMPO Individual Event History Listing and displays the record status as Updated in the Status column. If you selected multiple events to update, clicking Save advances you to the next event selected and saves your changes.

12. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Individual Event History Listing and updates the Status column to reflect the action taken.

13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

14. After processing the selected events, you may perform either of the following actions:

- Click Next to proceed to the next Soldier, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last selected, the system returns you to the PERSTEMPO Individual Event History Listing page and updates the Status column to show all completed actions.
- Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

Figure 20–10: PERSTEMPO Individual Event Soldier Data—Update Page

20.2.2.1　SYSTEM VALIDATIONS

The system performs the following system validations:

- The category selection must include only those categories that apply to creditable PERSTEMPO events.
- The Start date must be earlier than end date.
- When the user adds or updates the end date to be less than or equal to the current date, the system will close the Soldier's non-available deployment data and send Transaction 4455 if the PERSTEMPO event is closed and meets the following conditions:
  – The Non-Available Status is DEP - DEPLOYED.

– The Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DEP - DEPLOYED.

- The duty status must be consistent with the entered event.
  – If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.
  – If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

20.2.2.2   SYSTEM UPDATES

The system updates the Soldiers' records with the updated event data.

20.2.2.3   TRANSACTIONS TO TAPDB

The system sends the following transaction to TAPDB: 4455.

20.2.3   *PERSTEMPO Individual Event Soldier Data—Remove*

PERSTEMPO Individual Event Soldier Data—Remove page (shown in Figure 20–11) allows you to remove an individual event for the selected Soldier. To remove events for the selected Soldier, perform the following steps:

1. From the PERSTEMPO Individual Event History Listing, select Remove from each Action picklist for events you want to remove and click Submit. The system displays the PERSTEMPO Individual Event Soldier Data—Remove page. In the Remove mode of an existing PERSTEMO individual event record, the system displays the current values in the database for the selected event as read-only.

2. View the record and click Save to remove the event from the database.

3. The system prompts you to confirm that the event is being removed from the database.

4. If you answer Yes, the system removes the event and advances you to the next Soldier or, if you selected more than one event for removal, the system advances you to the next event. If the current Soldier is the last or only Soldier, the system generates the PERSTEMPO Individual Event History Listing and displays the record status as Removed in the Status column.

5. If you answer No, the system returns you to the current page for further processing.

6. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Individual Event History Listing and leaves the Status column to reflect the action taken.

7. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

8. After processing the selected events, you may perform either of the following actions:

- Click Next to proceed to the next Soldier, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last selected, the system returns you to the PERSTEMPO Individual Event History Listing page and updates the Status column to show all completed actions.

- Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

Figure 20–11: PERSTEMPO Individual Event Soldier Data—Remove Page

20.2.3.1   SYSTEM VALIDATIONS

The system performs the following system validations:

- The category selection must include only those categories that apply to creditable PERSTEMPO events.

- The Start date must be earlier than end date.

- The duty status must be consistent with the entered event.
    – If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.
    – If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

20.2.3.2   SYSTEM UPDATES
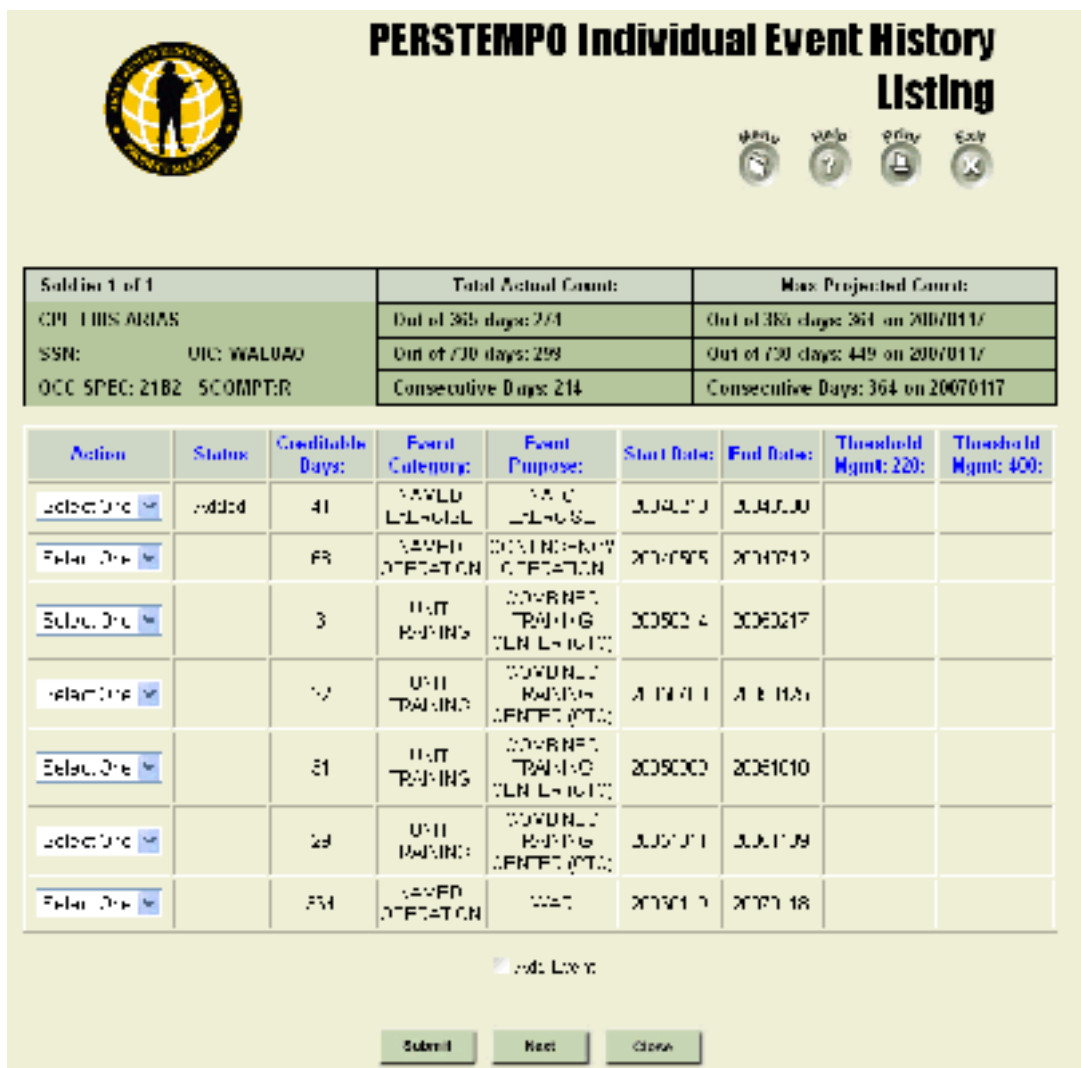
The system removes the selected events from the Soldiers' records.

20.2.3.3   TRANSACTIONS TO TAPDB

The system sends the following transaction to TAPDB: 4455.

20.2.4   PERSTEMPO Individual Event History Listing (Summary)

After you complete an action, *e*MILPO returns you to the PERSTEMPO Individual Event History Listing page and displays individual event data for the Soldier. If an event was added, updated, or removed, the Action column will indicate the record status. Figure 20–12, PERSTEMPO Individual Event Listing (Summary), provides an example of a Soldier for whom a record has been removed.

Figure 20–12: PERSTEMPO Individual Event History Listing (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

20.3   Mass Event

Mass Event consists of Mass Add, Mass Update, and Mass Removal. Mass Event functions allow you to work with multiple events at once. For instance, you can select several Soldiers and define an event to be created with the same parameters for all those Soldiers. Likewise, you can select several existing events and update them with common data changes, such as a change to their end dates. Finally, you can select several events and remove (cancel) them all at once. Figure 20–13, Mass Event Processes, illustrates the different processes in the Mass Event functional area.
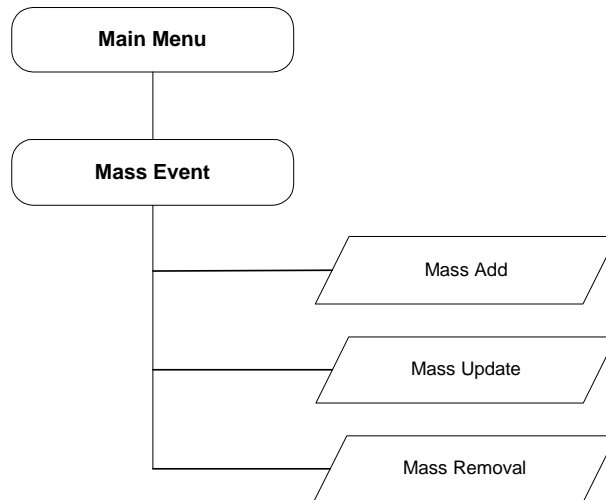
Figure 20–13: Mass Event Processes

20.3.1   Mass Add

Mass Add allows you to add an event for one or more selected Soldiers. Figure 20–14, Mass Add Processes, illustrates the processes in Mass Add.

Figure 20–14: Mass Add Processes

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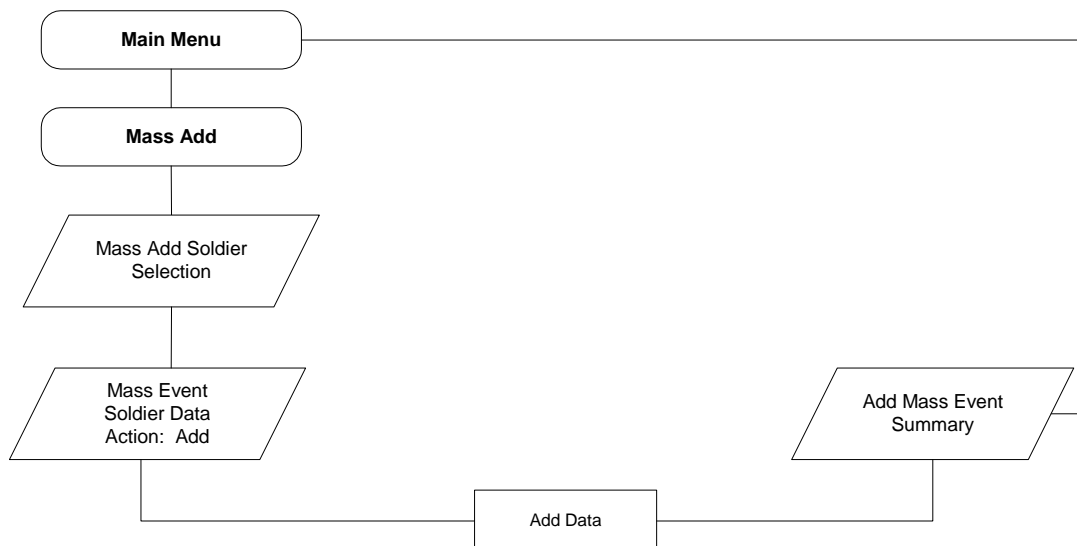
To initiate the process of performing a Mass Add, you must first build a Soldier list. The PERSTEMPO Soldier selection process includes not only the Soldiers who have records on *e*MILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the PERSTEMPO Individual Event History Listing Page will lists Soldiers who will not be listed elsewhere in *e*MILPO. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSNs for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process.)

If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the PERSTEMPO Mass Event—Soldier Data Action: Add page, shown in Figure 20–15, PERSTEMPO Mass Event—Soldier Data Action: Add Page.

20.3.1.1   PERSTEMPO INDIVIDUAL EVENT SOLDIER DATA—ADD

PERSTEMPO Mass Event—Soldier Data Action: Add page (shown in Figure 20–15) allows you to add an event for one or more selected Soldiers. To add the event information, perform the following steps:

1. The system displays your *e*MILPO logon UIC in the Event UIC field. To enter a different Event UIC, type another valid UIC into the field.

2. Select a category for the event from the Category picklist. The available values are Mission Support TDY, Named Exercise, Named Operation, and Unit Training.

3. Select the purpose of the event from the Purpose picklist. The values available for selection will vary according to the Category selected.

4. Enter the start date by entering a value in YYYYMMDD format in the Start Date field.

5. Enter the end date by entering a value in YYYYMMDD format in the End Date field.

6. Select the name of the operation or exercise from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.

7. Select the location of the event from the Location picklist. The values available for selection are US, Non-US Worldwide, and Unspecified Location.

8. Click Save to proceed. The system displays the Add Mass Event – Summary page.

9. Click Reset to clear the text-entry fields and reset the available picklists to their default values.

10. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

Figure 20–15: PERSTEMPO Mass Event—Soldier Data Action: Add Page

20.3.1.1.1 SYSTEM VALIDATIONS

The system performs the following system validations:

- When the user adds or updates the end date to be less than or equal to the current date, the system will close the Soldier's non-available deployment data and send Transaction 4455 if the PERSTEMPO event is closed and meets the following conditions:
  - The Non-Available Status is DEP - DEPLOYED.
  - The Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DEP - DEPLOYED.

20.3.1.2 ADD MASS EVENT SUMMARY

After you complete an action, *e*MILPO displays the Add Mass Event Summary page (shown in Figure 20–16) and displays the event data as read-only for the selected Soldiers. Click Close to exit the page. The system returns you to the Main Menu.

Figure 20–16: Add Mass Event Summary

20.3.2   Mass Update

Mass Update allows you to update one or more selected events. Figure 20–17, Mass Update Processes, illustrates the processes in Mass Update.
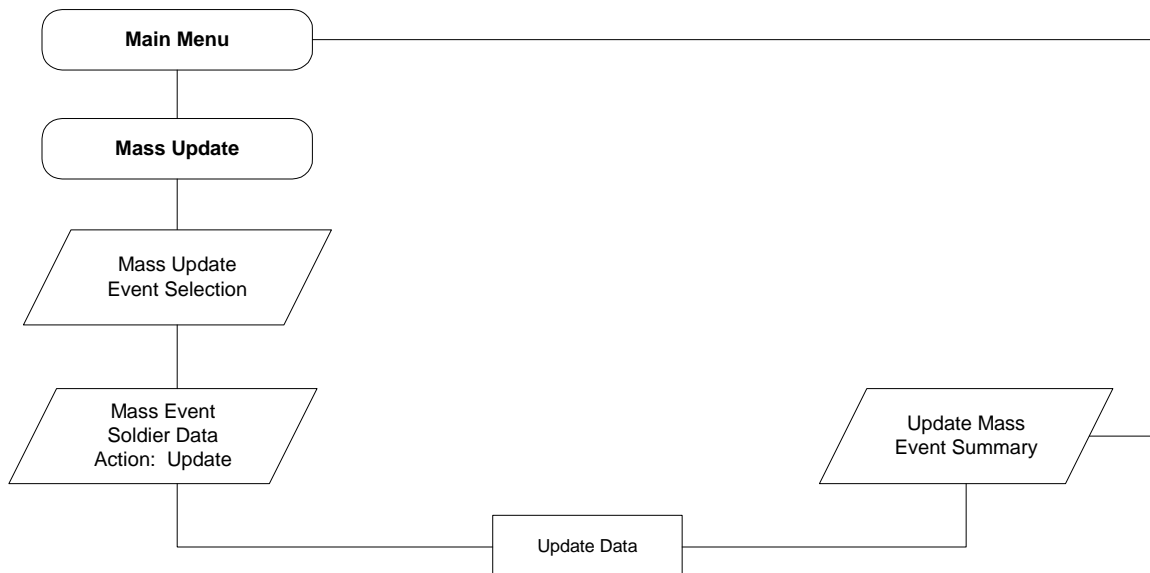
Figure 20–17: Mass Update Processes

To initiate the process performing a Mass Update, you must first build an event list. To build an event list, perform the following steps:

1. Expand the Search Criteria picklist and select a search criterion. The search criteria available for Mass Update are UIC, Range of Start Dates (entered in YYYYMMDD format), End

Date, Category, Purpose, and SSN. **Note:** If you want to search on an exact start date, enter just the beginning date range value.

2. Enter a value for the selected criteria in the text-entry field below the Search Criteria picklist.

3. Click ADD to add the selected search criteria/value combination to the Selected Criteria text area. You may submit only one search criterion at a time.

4. You can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking DEL.

5. During the search criteria selection process, the system will validate the data entry and notify you of any of the following discrepancies:

    *   ADD was clicked with no search criteria selected and/or no values entered in the text entry field.

    *   DEL was clicked with no selected criteria highlighted in the Selected Criteria text area.

    *   The value for a search criterion entered was in an invalid format. For example, the UIC value entered was not the standard alphanumeric six-digit UIC format.

    *   The search produced too many results. You are directed to refine the search by entering additional search criteria.

6. Alternatively, you can perform the following:

    *   Click Reset to clear the text-entry field and the Selected Criteria text area. The system returns the location cursor to the text entry field below the Search Criteria picklist.

    *   Click Cancel to interrupt a lengthy or incorrect search request. The system will retain the selected search criteria/value combinations and return the location of the cursor to the text entry field below the Search Criteria picklist.

7. When all search criteria have been entered, click Search to begin the search process. The system will validate the data entry and notify you of any discrepancies, such as the following: If Search was clicked with no criteria entered in the Selected Criteria text-entry field.

8. If there are no discrepancies in the search process, the system lists events that match the criteria in a table at the bottom of the page. If no events match the criteria, the system displays a message in the first data row of the list table notifying you that no events were found.

9. Select events by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all events. Click Deselect to deselect all events.

10. Click OK to proceed. The system displays the PERSTEMPO Mass Event—Soldier Data Action: Update page, shown in Figure 20–18, PERSTEMPO Mass Event—Soldier Data Action: Update Page.

11. Click Clear to remove all events from the Soldier list and restart the search process.

12. Click Close to exit the page without processing. The system displays the Main Menu.

13. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

20.3.2.1   PERSTEMPO MASS EVENT SOLDIER DATA—UPDATE

PERSTEMPO Mass Event—Soldier Data Action: Update page (shown in Figure 20–18) allows you to update an event for one or more selected Soldiers. To update the event information, perform the following steps:

1. Update the event data as needed. You do not have to update each field. To update the necessary event data fields, you can perform the following steps:

   - Enter a value for the event UIC in the Event UIC text-entry field.

   - Select a category for the event from the Category picklist. The available values are Mission Support TDY, Named Exercise, Named Operation, and Unit Training.

   - Select the purpose of the event from the Purpose picklist. The values available for selection will vary according to the Category selected.

   - Update the start date by entering a value in YYYYMMDD format in the Start Date field.

   - Update the end date by entering a value in YYYYMMDD format in the End Date field. **Note:** If you change an end date, *e*MILPO displays a message informing you that changing a future end date will clear the values for operation titles. Click Yes to change the date and continue. Click No to return to the PERSTEMPO Mass Event—Soldier Data Action: Update for additional processing.

   - Select an operation/exercise title from the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation are selected from the Category picklist. The values available for selection will vary according to the Category selected.

   - Select the location of the event from the Location picklist. The values available for selection are US, Non-US Worldwide, and Unspecified Location.

   - Select the appropriate value from the Recall Indicator picklist, if applicable. This picklist is only enabled when the selected Category is Named Operation.

2. Click Save to proceed. The system displays the Update Mass Event – Summary page.

3. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

Figure 20–18: PERSTEMPO Mass Event—Soldier Data Action: Update Page

20.3.2.2   UPDATE MASS EVENT – SUMMARY

After you complete an action, *e*MILPO displays the Update Mass Event – Summary page (shown in Figure 20–19) and displays the event data as read-only for the selected Soldiers. Click Close to exit the page. The system returns you to the Main Menu.

Figure 20–19: Update Mass Event – Summary

20.3.3 Mass Removal

Mass Removal allows you to remove an event for one or more selected Soldiers. Figure 20–20, Mass Removal Processes, illustrates the processes in Mass Removal.
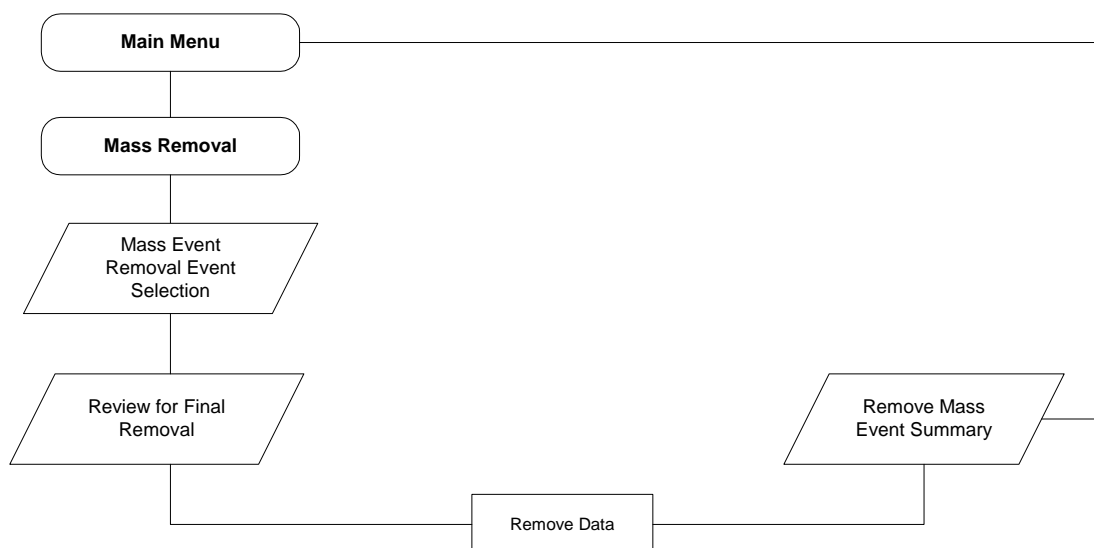
Figure 20–20: Mass Removal Processes

To initiate the process performing a Mass Removal, you must first build an event list. To build an event list, perform the following steps:

1. Expand the Search Criteria picklist and select a search criterion. The search criteria available for Mass Removal are UIC, Range of Start Dates (entered in yyyymmdd format), End Date, Category, Purpose, and SSN. **Note:** If you want to search on an exact start date, enter just the beginning date range value.

2. Enter a value for the selected criteria in the text-entry field below the Search Criteria picklist.

3. Click ADD to add the selected search criteria/value combination to the Selected Criteria text area. You may submit only one search criterion at a time.

4. You can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking DEL.

5. During the search criteria selection process, the system will validate the data entry and notify you of any of the following discrepancies:

    •   ADD was clicked with no search criteria selected and/or no values entered in the text entry field.

    •   DEL was clicked with no selected criteria highlighted in the Selected Criteria text area.

    •   The value for a search criterion entered was in an invalid format. For example, the UIC value entered was not the standard alphanumeric six-digit UIC format.

    •   The search produced too many results. You are directed to refine the search by entering additional search criteria.

6. Alternatively, you can perform the following:

    •   Click Reset to clear the text-entry field and the Selected Criteria text area. The system returns the location cursor to the text entry field below the Search Criteria picklist.

    •   Click Cancel to interrupt a lengthy or incorrect search request. The system will retain the selected search criteria/value combinations and return the location of the cursor to the text entry field below the Search Criteria picklist.

7. When all search criteria have been entered, click Search to begin the search process. The system will validate the data entry and notify you of any discrepancies, such as the following: If Search was clicked with no criteria entered in the Selected Criteria text-entry field.

8. If there are no discrepancies in the search process, the system lists events that match the criteria in a table at the bottom of the page. If no events match the criteria, the system displays a message in the first data row of the list table notifying you that no events were found.

9. Select events by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all events. Click Deselect to deselect all events.

10. Click OK to proceed. The system displays the Review for Final Removal page, shown in Figure 20–21, Review for Final Removal Page.

11. Click Clear to remove all events from the Soldier list and restart the search process.

12. Click Close to exit the page without processing. The system displays the Main Menu.

13. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

20.3.3.1 REVIEW FOR FINAL REMOVAL

The Review for Final Removal page (shown in Figure 20–21) allows you to review the database information for those event records you have selected for removal. To remove the event information, click Yes. The system displays the Remove Mass Event – Summary page. Click No to return to the Main Menu without removing the records.

Figure 20–21: Remove Mass Event – Summary, Review for Removal

20.3.3.2 REMOVE MASS EVENT – SUMMARY

After you complete an action, *e*MILPO displays the Remove Mass Event – Summary page (shown in Figure 20–22) and displays the event data as read-only for the selected events. Click Close to exit the page. The system returns you to the Main Menu.
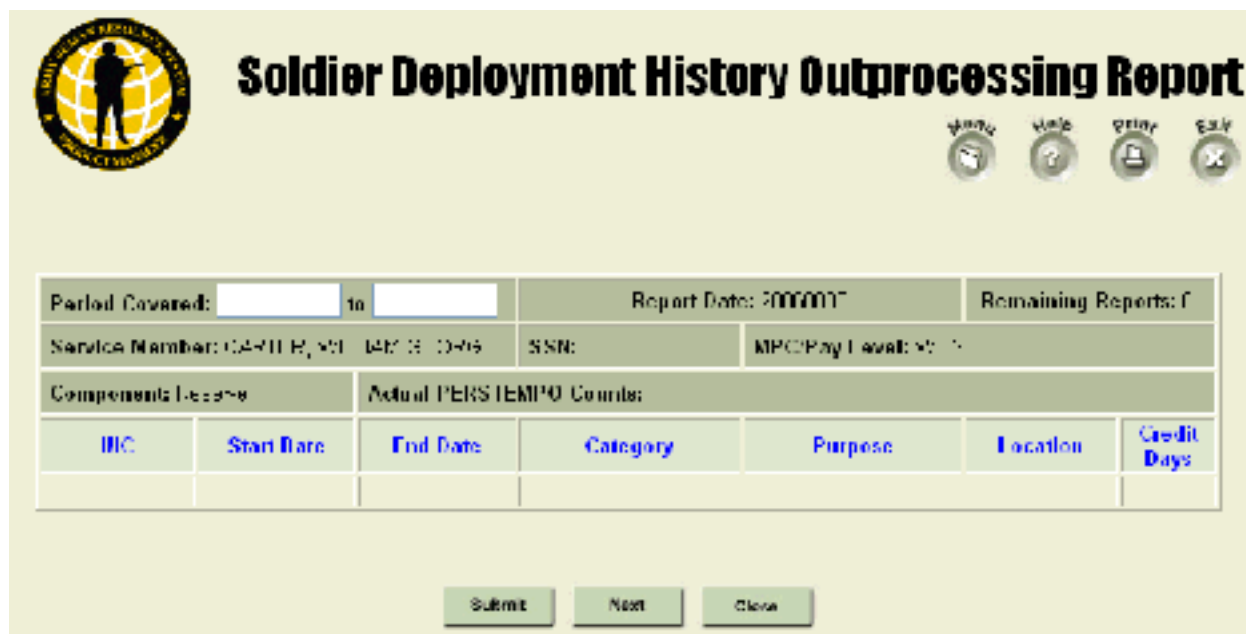
Figure 20–22: Remove Mass Event – Summary

20.4　　　Outprocessing Report

The Outprocessing Report allows you to review and print a complete PERSTEMPO record for a selected Soldier. The PERSTEMPO Soldier selection process includes not only the Soldiers who have records on *e*MILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Soldier Deployment History Outprocessing Report page will list Soldiers who will not be listed elsewhere in *e*MILPO. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process.)

Once you have built a Soldier list and selected the Soldiers for whom you wish to review and print an outprocessing report, the system will display the Soldier Deployment History Outprocessing Report page, shown in Figure 20–23, Soldier Deployment History Outprocessing Report Page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

Figure 20–23: Soldier Deployment History Outprocessing Report Page

20.4.1   *Soldier Deployment History Outprocessing Report*

The Soldier Deployment History Outprocessing Report page allows you to review and print an outprocessing report for the selected Soldier. To generate an outprocessing report, perform the following steps:

1. After selecting the Soldier or Soldiers for whom you want to generate a report, *e*MILPO displays the Soldier Deployment History Outprocessing Report page. The system displays the Report Date (which is the system date), Remaining Reports, Service Member, SSN, MPC/Pay Level and Component as read-only.

2. Enter the dates of the period for which you want to generate the report in the Period Covered text-entry fields. Dates must be entered in yyyymmdd format. The Start Date must be a past date. **Note:** If you do not enter an End Date, the system defaults the end date to the system date and displays results up to the system date.

3. Click Submit. The system displays the Soldier Deployment History Outprocessing Report Page with data (as shown in Figure 20–24). If there is no PERSTEMPO history information for the specified date range for the Soldier selected, *e*MILPO displays the message, "There is no event data in the specified date range for this Soldier".

4. Click Next to proceed to the report for the next selected Soldier, if any exist. If the current page is the last or only action, the system returns you to the Main Menu.

5. Click Close to exit the page and terminate the working session. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

6. Click the Print icon to print the screen.

7. Click the PDF icon to generate a formatted PDF version of the report that you can print or save. A sample of the PDF report is shown in Figure 20–25, Soldier Deployment History

Outprocessing Report (PDF Format). This PDF version of the report is to be used for obtaining official signatures.

Figure 20–24: Soldier Deployment History Outprocessing Report Page With Data

Figure 20–25: Soldier Deployment History Outprocessing Report (PDF Format)

21. APPENDIX

21.1 eMILPO Glossary

Terms	Definitions
# Days Lost Time	A nonmonetary numeric value arrived at by counting the number of days during which a Soldier is unable to perform duty for more than 1 day and which is not creditable for active Federal service or pay purposes. The number of days is determined from the Lost Time Start Date and the Lost Time End Date.
# Inactive Days	The number of business days that an *e*MILPO user account has been inactive or has not been accessed.
Account Locked?	Indicates whether your account has been locked (Y) or not (N) in the past 30 days.
Action	Allows you to choose whether to update or remove the current record.
Action Performed	Indicates the action that the specified user has performed on the table: I = Insert, U = Update, and D = Delete.
Action Type	Allows you to choose whether to add, update, or remove the selected Soldier's record.
Active Army	The Active Army consists of: • Members of the Regular Army on active duty • Members of the Army National Guard of the United States and Army Reserve on active duty (other than for training) • Members of the Army National Guard in the service of the United States pursuant to a call • All persons appointed, enlisted, or inducted into the Army without component Source: AR 310-25, Dictionary of United States Army Terms, 21 May 86.
Active Guard/Reserve	A section of the PAVR Calculations page that contains information related to the National Guard and USAR Soldiers who are currently serving in an active role at the selected unit.
Active Guard/Res ASGN	The number of Guardmen and Reservists on active duty assigned to a unit
Actual Count Today	The current count of creditable days
Address	A uniquely identified location—indicated by a combination of name, number, code, or other indicator—used for the purpose of locating or communicating with a person.
Address Type	The designation of a specific delivery address for mail.
Additional MOS	Additional Military Occupational Specialty—Any additional occupational skills, other than the primary and secondary

Terms	Definitions
AHRS	Army Human Resource System—A Web-enabled application that will provide Army personnel management functionality. AHRS is intended to streamline Army personnel processing and facilitate the transition to a multi-service personnel system (DIMHRS).
AKO	Army Knowledge Online—Provides user authentication for the family of Web-based Army personnel applications. It offers a single point of entry for these applications.
AKO Portal	Army Knowledge Online Portal—Offers a customizable, encrypted, personal portal page and is available to all Soldiers and DA civilians. Accessible from any Internet connection, the Army Portal allows users to quickly find and receive the latest knowledge on subjects of their choosing. Portal users gain quick access to Army forms and regulations, installations, change-of-station information, the latest Army news, and AKO Knowledge Centers.
AKO User ID	The term that identifies a registered user of the Army Knowledge Online network.
Alien Registration Date [or] Date of Alien Registration	The calendar date on which a noncitizen registered as a foreigner residing in the United States.
Alien Registration No.	A nonquantitative alphanumeric number assigned by the U.S. Government, to a noncitizen who has been granted legal residence in the United States.
ALT Tags	In accordance with Section 508 of the Rehabilitation Act, user tool tips in the form of HTML ALT tags that enable images, buttons, and links to be labeled with text.
AOC	Area of Concentration—Identifies a requirement and an officer possessing a requisite area of expertise (subdivision) within a branch or functional area. An officer may possess and serve in more than one area of concentration.
APERT	The Personnel Turnover Percentage provides an indicator of unit turmoil by comparing the number of personnel reassigned to or separated from the reporting unit during the previous 3 months to the assigned strength of the unit. Reassignment of personnel within the reporting unit does not affect the turnover percentage.
APFT Date	The date (in yyyymmdd format) that the physical fitness test became effective
APFT Inelig Rsn	Army Physical Fitness Test Ineligibility Reason Code—An encoded representation indicating the basis on which a Soldier is not administered the APFT
APFT Result	Army Physical Fitness Test Result Code—An encoded representation of the category into which a Soldier is placed in relation to completion of a test that measures physical endurance

Terms	Definitions
APFT Score	Army Physical Fitness Test Score—A numeric value arrived at by calculating a Soldier's total score from the results of a series of events that constitute a test to measure physical endurance
Approve	Approve this event, which results in a Soldier's creditable days exceeding the management threshold
APT Area	A representation of an examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
APT Test Date	The calendar date on which the administration of an army physical fitness test is accomplished
APT Test Type	An encoded representation of aptitude, evaluation, classification, and proficiency tests that are administered to Army personnel or to individuals applying for entry into the Army.
Area of Concentration Code	An encoded representation that identifies a subdivision or area of expertise within a Commissioned Officer's occupational branch or functional area
Armed Forces Reserve Medal Eligibility Yr/Mo	The calendar year and month in which a Soldier completes the service requirement for award of the Armed Forces Reserve medal
ARNG	Army National Guard—The Army portion of the organized militias of the several states, Commonwealth of Puerto Rico and District of Columbia whose units and members are federally recognized
Arrival Date (Arrivals)	The Soldier's date of arrival to the new unit
Arrival Date (DFR/DFS)	The Soldier's date of arrival to the current unit of assignment
Arrival Time	The Soldier's time of arrival (in military time) to the new unit
ASGD	Assigned—the number of Soldiers who belong to the unit
ASGNPER	Assigned Strength Percentage—Calculated by dividing the unit's assigned strength by its required strength
ASI	Additional Skills Identifier—An additional skill identifier awarded based on training or experience
ASI/SQI	Additional Skills Identifier/Skill Qualification Indicator
Assigned Functions	Indicates the functional areas within the eMILPO application that a user has permission to access. A user will only be able to access functionality for which the user has been approved for access.
Assigned Functions – Groups	Indicates the functional areas within a group for which rights have been granted to a user.
Assigned Groups	Indicates the groups within the eMILPO application that a user has assigned. A user will only be able to access functionality contained in the groups to which the user has been approved for access.
Assignment Considerations	A factor that must be taken into account when contemplating an assignment action for an individual
Assignment Country Restriction Reason	The basis on which a Soldier is precluded from assignment to a particular country

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Terms	Definitions
Assignment Date	The calendar date on which an individual reports to an assigned organization for duty
Assignment Location	A location outside of the boundaries of the continental United States, in which a person serves
Assignment Tour Type	The classification of assignment based on the length of an individual's tour served outside of the continental United States
Assignment Type (Assignment History)	Indicates the location of an assignment: CONUS—for an assignment within the continental United States; and OCONUS—for an assignment outside the boundaries of the continental United States.
Assignment Type (Soldier Arrival)	Indicates the location of an assignment: CONUS—for an assignment within the continental United States; Local CONUS—an assignment type within the continental United States that is within the vicinity of the previous assignment; and Local OCONUS—an assignment type outside the continental United States that is within the vicinity of the previous assignment.
Assignment Type (Workflow Inbox)	The type of workflow task (action-based or informational)
Assignor	The name of the person who is assigned to perform the workflow task. The first time the task is forwarded, the originator's name will appear in the Assignor field. If the system generated the workflow task, the name of the person who is assigned to perform the workflow task will appear in the Assignor field. Each time the workflow task is forwarded, the user's name (who forwarded the task) will appear in the Assignor field.
Associated UIC	Indicates the UIC that the user is associated with during an *e*MILPO session. A user may be assigned up to five Associated UICs and may be assigned different levels of access for each UIC.
Associated Unit	Indicates the Army unit that the user is associated with. A user may be associated with five units but will only work with one unit at a time while in *e*MILPO.
ASVAB	Armed Services Vocational Aptitude Battery—A personnel management aptitude examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
Attached UIC	The UIC to which a Soldier is successfully arrived
Attachment	A Soldier's temporary mission with a new unit without a reassignment
Attachment End Date	The date when a Soldier's attachment to the unit ends
Attachment Reason	The purpose for which a service member has been temporality joined to a unit other than his or her unit of assignment
Attachment Reason Code	An encoded representation of the purpose for which a service member has been temporarily joined to a unit other than his or her unit of assignment

Terms	Definitions
Attachment Start Date	The date when a Soldier's attachment to the unit begins
Attachment UIC	The six-digit Unit Identification Code to which the Soldier will be attached. If the Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether or not the first attachment should be terminated.
AUTH	Authorized—The number of Soldiers that a unit should have during peacetime
AUTH STR	Authorized Strength—In HRAR, a numeric value representing the total number of Soldiers authorized for a given position
AVAIL	Available—The number of Soldiers who are assigned to the unit and are currently capable of performing their regular duties
Available Functions	Indicates the functional areas within *e*MILPO that are available for access to the user
Available Functions - Groups	Indicates the functional areas within eMILPO that are available for access to the user.
Available Groups	Indicates the groups within the eMILPO application that are available for access to the user.
AVALPER	Available Strength Percentage—Calculated by dividing the unit's available strength by its required strength
Award Category	The category of individual awards given to a Soldier for recognition of accomplishment in the armed forces
Award Date (MOS)	The calendar date on which a Soldier receives recognition in a specific military occupation
Award Type	A kind of recognition given to an individual for service or accomplishment in the armed forces
Basic Active Service Date (BASD)	The constructive calendar date that establishes the beginning of an individual's creditable active military service
Basic Enlisted Service Date (BESD)	The constructive calendar date that establishes the beginning of all periods of an individual's enlisted military service
Beneficiary Share	Beneficiary Entitlement Percent Number—A nonquantitative numeric value that indicates the percentage of the total entitlement to be received by an individual
Beneficiary SSN	Beneficiary Social Security Number—A series of numeric values assigned by the Social Security Administration to uniquely identify a person
Beneficiary Text	A free-form text field for entering a beneficiary designee. The text can include the beneficiary's name, address, share percentage, and other relevant remarks.
Beneficiary Type	The category of a beneficiary as determined on a service member's Service Member's Group Life Insurance policy. Types include Contingent and Principal.
Birth Date	The calendar date on which a person was born
BMOS	Bonus MOS—Indicates the military occupational specialty possessed by the Soldier for which he or she is paid a bonus

Terms	Definitions
BN	Battalion—Unit composed of a headquarters and two or more companies or batteries. It may be part of a regiment and be charged with only tactical functions or it may be a separate unit and be charged with both administrative and tactical functions.
Body Fat Std	Soldier Body Fat Standard Acceptability Code—An encoded representation of the status of a Soldier relative to the established allowable ratio of body weight and fat
Briefing Date	The date an individual is briefed and counseled concerning permanent change of station entitlements
Calculate	Clicking Calculate tells *e*MILPO to perform a calculation to populate a field using data entered by you
Career Progression MOS	The recommendation of an appropriate occupational specialty for a Soldier to further his or her current career, to be consistent with Army requirements
Category	The category for Emergency Notification contacts include: Spouse, Children, Father, Mother, Do Not Notify, Beneficiary, Insurance, and Additional Emergency Information
Certification Date	Date on which the certification was earned or became effective.
Certification Name	The name of the technical certification earned by the Soldier.
Certification Year	The calendar year associated with an individual's formal civilian education
Certifying Agency	The name of the agency or organization that issued the technical certification to the Soldier.
Checkbox	Allows you to select or deselect a field or a row by clicking in the checkbox
City	The designation for a populated place in which a person or organization may be reached or found
City of Alien Entry	The designation for the populated place through which a non-citizen entered the United States
City of Birth	The designation of the populated place where a person was born
Civilian Education Level Completed	The formal civilian education attained by an individual
Civilian Title	An appellation of dignity, honor, distinction, or preeminence attached to a person or family by virtue of rank, office, precedent, privilege, attainment, or lands
CMF	Career Management Field—A group representative of an individual's inherent abilities, aptitudes, and interests, as well as the best utilization of their acquired skills and accumulated knowledge
CO	Commissioned Officer—An officer in any of the armed services who holds grade and office under a commission issued by the President. In the Army, a person who has been appointed to the grade of Second Lieutenant or higher is a Commissioned Officer.

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Terms	Definitions
College Fund GI Bill Basic Benefit	An encoded representation of a dollar amount that a qualified candidate is entitled to receive from the Army College Fund over and above what is received under the Montgomery GI Bill
Command Button/Utility Icon	Command buttons allow you to interact with the system. Command buttons appear on the bottom of each page following the display tables.

Utility icons provide navigation, help, and printing functions in *e*MILPO. Utility icons are available on the page banner. |
Commissioned Officer Basic Branch	The branch of the Army into which a Commissioned Officer is commissioned or to which he or she is subsequently transferred or appointed
Commissioned Officer Classification Source	The method or program through which an individual became a Commissioned Officer
Comp	Component—Identifies a Soldier as a member of the Active Army, the Army National Guard, or the U.S. Army Reserve
Completion Date	The calendar date a person completes a course of instruction
Confirmed DFR	An indication of whether the Soldier's DFR action has been investigated and confirmed by the proper authority
CONUS	Continental United States
Correct Arrival Date	The correct arrival date (in yyyymmdd format) for the Soldier.
Correct Arrival Time	The correct arrival time for the Soldier.
Corrected Arrival Dte	The corrected arrival date (in yyyymmdd format) for the Soldier.
Corrected Date of Rank	The corrected date (in yyyymmdd format) the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
Corrected Effective Date of Rank	The correct calendar date (in yyyymmdd format), which establishes a service member's entitlement to pay for the rank, held on the date of promotion or reduction in the Armed Forces
Correspondence Course Credit Hours Complete	The number of hours credited to an individual for completing Army extension courses
Country	The country in which a person or organization may be reached or found
Country of Birth	The country in which a person was born
Country of Citizenship	The country to which a person owes allegiance and certain responsibilities and from which appropriate privileges are received
Country Restricted	A country to which a Soldier may not be assigned without a waiver
County of Birth	A county of the United States where a person was born
Course Code	An encoded representation of a course of education that is deemed pertinent to military career management
Course Length	A nonmonetary value arrived at by counting the duration in weeks of a specialty-supporting course that is deemed pertinent to the career management of an individual

Terms	Definitions
Course Name	The name of a course of education that is deemed pertinent to military career management
Course Number	An encoded representation of a course of education that is deemed pertinent to military career management
Course Status	Indicates the state of completion of a course of education that is deemed pertinent to military career management
Courthouse City	The unique identifier of a populated place where the court that the individual's citizenship processing occurred
Courthouse County	The name of the county of the United States where the individual's citizenship processing occurred
Courthouse Granting Citizenship	The name of the court where the individual's citizenship processing occurred
Courthouse State	The state of the United States where the individual's citizenship processing occurred
Courthouse Street	The street address of the court where the individual's citizenship processing occurred
Courthouse ZIP Code	The U.S. postal ZIP Code of the area where the individual's citizenship processing occurred
Creditable Days	The number of deployed days counted against Congressionally specified thresholds
Creditable Deployment Days	Days when an Armed Forces member is engaged in official duties and is unable to spend off-duty time in the housing in which the member resides
CS Depn Qty	Command Sponsored Dependent Quantity—A numeric value arrived at by counting the total number of a Soldier's family members who are sponsored by the Soldier's command
Current Officer PPN	The position title, currently held by the Soldier, that is associated with an authorization within a unit
Current Position Title	Position title, currently held by the Soldier, associated with an authorization within a unit
Date (Workflow)	The calendar date when the specific workflow task became effective
Date Assigned	The date the workflow task was assigned. This field will be automatically updated by the system, upon task origination, and each time the task is forwarded to an assigned person.
Date Convening Authority Approves Action	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date Denied	The date a Soldier is denied automatic integration to the promotion list.
Date Eligibility Ends for GI Bill Benefits	The calendar date that marks the end of a person's eligibility for benefits under the Montgomery GI Bill Program
Date Enrollment GI Bill	The calendar date that marks the beginning of a person's eligibility for benefits under the Montgomery GI Bill
Date Field Determined Personnel Security Status	The date on which the field commander established an individual's personnel security access

Terms	Definitions
Date Initial Entry Military Service (DIEMS)	The calendar date on which an individual was first appointed, enlisted, or conscripted into any military service of the United States
Date of Alien Entry	The calendar date on which a noncitizen entered the United States
Date of APFT	The calendar date on which an individual took an examination that measures physical endurance
Date of Birth	The calendar date on which a person was born
Date of Desertion	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date of Entry to Service Academy	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date of Expiration	Date on which the certification is no longer valid.
Date of Last HIV Test	The calendar date on which a person was tested for the presence of human immunodeficiency virus (HIV) antibodies in the blood system
Date of Last PCS	The calendar date on which an individual departs a permanent duty station for another and the move constitutes travel under the fiscal year limitations
Date of Last Physical Exam	The calendar date on which an individual receives a physical examination by an authorized examiner
Date of Loss	The calendar date on which a service member leaves his or her slotted position
Date of Naturalization	The calendar date on which an individual became a naturalized citizen of the United States
Date of PRP Assignment Status	Date of Personnel Reliability Program Assignment Status—The calendar date that marks the beginning period of the service member's standing with regards to assignment under the nuclear, chemical and automated data processing programs.
Date of PRP Qualification Status	The date the Soldier last received an update to the Personnel Reliability Program (PRP) qualification status code
Date Originated	The date (in yyyymmdd format) that the workflow task is originally initiated.
Date of Rank	The date the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure.
Date Prepared	The calendar date on which an individual added additional emergency information that provides for unforeseen circumstances
Date Range (yyyymmdd)	The range of calendar dates (in yyyymmdd format) that the administrator can enter as a filter criterion for an audit report
Date Returned from Overseas (DROS)	The calendar date on which an individual returns from an overseas assigned organization duty
Date Sentencing Begins	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date Verified	The calendar date on which an individual confirmed the accuracy of information that provides for unforeseen circumstances

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Terms	Definitions
Decline Coverage	An indicator that the Soldier is declining insurance protection under the Service Member's Group Life Insurance program
Defer	Defer action on this event with respect to the management threshold until a later date
Degree	A character sequence that identifies a type of academic degree
Delay in Separation Reason Code	An encoded representation of the basis for retaining a Soldier on active duty beyond the normal expiration term of service
Delegation Comments	An unformatted character string that provides pertinent information or comments
Deny Reason	The basis for discontinuing beneficial administrative actions for a Soldier
Departure Date	The date on which an individual is due to depart one unit of permanent assignment en route to another unit of permanent assignment
Dependent Indicator	A representation that indicates whether a person for whom a sponsor provides support is authorized in accordance with the Department of Defense military pay and allowances entitlements manual
Dependent Arrival Date	The calendar date on which the Soldier's dependents are due to arrive at the CONUS assignment location
Dependent Travel Status	An encoded representation of the determination of simultaneous travel of family members with an individual on assignment instructions
DEROS Date	The calendar date on which a Soldier is scheduled to return to the continental United States upon completion of an overseas tour
Designation	A classification of a civilian or military occupational identifier for personnel management purposes
Disability Percentage	A value that describes the relative limitation of a condition that restricts a person's abilities
Disapprove	Disapprove this event, which results in a Soldier's creditable days exceeding the management threshold. Note: Disapproved events are removed from the system.
Display table	A listing of records in *e*MILPO that is displayed based on selections made by the user
Disputed Privacy Act Amendment Decision	A representation indicating that an individual has submitted a statement of disagreement after the Department of the Army (DA) Privacy Review Board decision not to amend his or her automated personnel record
DLOS/DEROS	Date of Loss (the anticipated date of a Soldier's departure from a unit)/DEROS (the calendar date on which a Soldier is scheduled to return to the continental United States upon completion of an overseas tour)
Do Not Notify	The name of the specific person that the Soldier does not want notified in the event of an emergency
Document Effective Date	The calendar date on which the authorizations in a document become effective
DOD	Department of Defense

Terms	Definitions
DOR	Date of Rank—The date the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
DPT Date	Departure Date—The date on which an individual is due to depart one unit of permanent assignment en route to another unit of permanent assignment
Dpt Dte	Abbreviated format for Departure Date—The date on which an individual is due to depart one unit of permanent assignment en route to another unit of permanent assignment
Drop from Rolls/Strength	Drop From Rolls—Accounting action taken when a Soldier is temporarily not counted against the Army strength. Drop from Strength—Accounting action taken when a Soldier is dropped from Army strength
Drop Type	A representation of the broad classification for a personnel event that affects a person's strength accountability
DTAS	Deployed Theater Accountability System developed to track Soldiers in theater
Due Date	The date that the workflow task is due to be completed
Duty AOC	The Area of Concentration associated with an officer's duty assignment
Duty ASI	The Additional Skills Identifier associated with a Soldier's duty assignment
Duty Assignment Date or Duty Assg Date	The calendar date on which an individual was assigned to perform a specific function
Duty Date	The calendar date on which an individual was assigned to a specific position to perform certain functions
Duty MOS	The Military Occupational Specialty associated with an enlisted Soldier's duty assignment or a Warrant Officer's duty assignment
Duty MOS/AOC	The Military Occupational Specialty or Area of Concentration associated with an enlisted Soldier's or officer's duty assignment
Duty MPC	The Military Personnel Classification associated with an enlisted Soldier's duty assignment or an officer's duty assignment
Duty Status (Military)	An individual's current accountability status that reflects his or her availability such as present for duty, deceased, hospital, etc.
Duty Title	An unformatted character string describing the tasks a Soldier is responsible for in a particular duty assignment
Dwell Time	A derived field on the ERB and OS Tour Credits Listing screen that displays the start date and number of months and days a Soldier has not been deployed since his or her most recent OCONUS combat, operational, or restricted tour.
Early Separation Program Type Code	An encoded representation of the kind of early release program under which a Soldier is separated and receives benefits

Terms	Definitions
EDAS	Enlisted Distribution Assignment System—Source of enlistment assignment instructions data for *e*MILPO
Education Level Certificate	The level of military professional development training attained by an individual
Education Major	The primary field of study in an individual's formal college education
Education Status	The state of an individual's military professional development training
Effective Date (Address)	The date that the listed address became effective
Effective Date (APFT)	The date (in yyyymmdd format) that the physical fitness test became effective
Effective Date (Date of Appointment)	The calendar date (in yyyymmdd format) that establishes a service member's entitlement to pay for the rank, held on the date of lateral appointment in the Army
Effective Date (Date of Denial)	The date when the Soldier's promotion was denied
Effective Date of DFR	The date (in yyyymmdd format) when the drop from rolls or strength action begins
Effective Date (Duty Status)	The calendar date that establishes the beginning of a service member's duty classification relative to the permanently assigned duty station
Effective Date Lost Time	The calendar date that marks the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day and which is not creditable for active Federal service or pay purposes
Effective Date (Individual Awards)	The calendar date on which recognition for an individual's accomplishment or service becomes valid
Effective Date (MOS)	The calendar date on which the enlisted member's designation of a new military occupational specialty becomes effective
Effective Date (SFPA)	The calendar date of the report that suspends favorable administrative actions for an individual
Effective Date of Loss	The calendar date of a loss event that affects a Soldier's strength accountability
Effective Date of POW/Missing Status Officially Declared	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Effective Date of Rank	The calendar date that establishes a service member's entitlement to pay for the rank held on the date of promotion or reduction in the Armed Forces
Effective Date of Restoration	The calendar date that establishes a service member's entitlement to pay for the rank held on the date of promotion or reduction in the Armed Forces
Effective Date of Transition	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Effective Time (Duty Status)	The specific point in a day that establishes an individual's status as it relates to accountability in his or her permanent assignment

Terms	Definitions
Eligibility Date	The calendar date on which an enlisted Soldier is eligible to receive a good conduct medal
E-Mail Address	An AKO-designated e-mail address
*e*MILPO	Electronic Military Personnel Office—The *e*MILPO application will provide the U.S. Army with a reliable, timely, and efficient mechanism for managing strength accountability and performing personnel actions.
*e*MILPO User?	Indicates whether or not the user ID is a registered *e*MILPO user
End Date (Add User Account)	The calendar date that marks the termination of an *e*MILPO user account
End Date (Assignment History)	The calendar date that marks the termination of a Soldier's assignment for duty with a specific organization
End Date (Delegation Role)	The calendar date that marks the termination of a role delegation from one user to another
End Date (Lost Time)	The calendar date that marks the end of a period of time during which a Soldier is unable to perform duty for more than one day and which is not creditable for active federal service or pay purposes
End Date (PERSTEMPO)	The date on which the event was completed or is slated for completion
Enlisted	Enlisted personnel or person—A term used to include both male and female members of the Army below the grade of an officer or Warrant Officer.
Enlisted Promotion Reason	The representation of the basis for an enlisted Soldier's change to a higher grade
Ethnic Group	A representation of a segment of the population that possesses common characteristics and closely identifies with cultural heritage
Evaluation Period End Date	The calendar date that marks the closing of a period of time during which a person's performance and potential are judged
Event Category	The classification of the event being conducted
Event Purpose	The function or objective of the event being conducted
Event Type	An encoded representation of the broad classification for a personnel event that affects a person's strength accountability
Expiration Date (APFT)	The calendar date on which an individual's physical fitness test status expires
Expiration Date (SFPA)	The calendar date on which the user must take some type of action on an individual SFPA (that is, have the commander make a decision to continue or remove the flag)
Expiration Term of Service (ETS) Date	The calendar date on which the latest period of service a Soldier incurred through contractual obligation expires
Expiration Time (SFPA)	The specific point in a day that an individual's beneficial administrative actions will automatically be reinstated
Failed to Attend	Indicates whether or not the Soldier failed to attend his or her scheduled reassignment briefing
Family Member	A person's family relationship determined by blood, marriage, or operation of law

Terms	Definitions
Family Member Name	The designation of a person whose family relationship is determined by blood, marriage, or operation of law.
Family Member Status	Indicates if a family member is dead or alive
FEMALE Set	Female Set—A section of the Personnel Asset Visibility Report Calculations page that contains information related to the female Soldiers assigned to the unit
FEMASGD	Females Assigned—Total number of female Soldiers assigned to the unit
FEMPREG	Females Pregnant—Total number of female Soldiers who are pregnant
Field Determined Personnel Security Status	The highest level of personnel security access to classified defense information established by the field commander
Field Element	The label and display of a database field on the page viewed by the user
Filled (Slotting)	Indicates whether the selected position/authorization has been filled
First Name	The designation of a person's given name
Flag Reason	The basis for discontinuing beneficial administrative actions for a Soldier
Flag Type	An encoded representation that categorizes reports of suspension of beneficial administrative actions by their status
Foreign Postal #	A character string that identifies an area outside the United States for the purpose of simplifying the delivery of mail to a person or organization
Funding Source	An encoded representation of the administrative system providing financial assistance for civilian education
Gaining UIC	The six-digit Unit Identification Code for the unit where a Soldier will arrive for a new assignment
Gateway APO/FPO	Gateway Army and Air Force Post Office (APO)/Fleet Post Office (FPO)—The shortened form of the type of Post Office operated by the Department of Defense to process overseas mail
Gateway Area	The overseas geographic location designated for receipt of mail that is processed through the Department of Defense postal system. Gateway areas include AA for Atlantic, AE for Europe, or AP for Pacific.
General Remarks	In the Additional Emergency Information category, this indicates any pertinent remarks that the user enters for the Soldier.
GI Bill Eligibility Status	An encoded representation of a service member's qualification for benefits under the active duty Montgomery Bill
Good Conduct Medal Eligibility Date	The calendar date (in yyyymmdd format) on which an enlisted Soldier becomes eligible to receive a good conduct medal
Grade	An alphanumeric encoded representation of a service member's official standing that establishes relative seniority in the U.S. Army's hierarchical structure

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Terms	Definitions
Group	A collection of system functions that can be assigned to a user.
Group Functions	The system functions contained in a group.
Group Name	The name of a specific group.
Hearing	The process, function, or power of perceiving sound
Height	The height of the distance from the bottom of the foot to the top of the head of an individual standing erect
Home UIC	The unit to which a Soldier will return upon completion of a temporary change of station in support of deployment or other requirements defined by the Department of the Army
HRAR	Human Resource Authorizations Report—displays the associations between authorizations and Soldiers within the unit. The report simulates the UMR and includes sections for slotted Soldiers and their authorizations, slotted overstrength Soldiers, unslotted Soldiers, unfilled positions, changed authorizations, and total Soldiers.
HTML	Hypertext Markup Language
IADT	Initial Active Duty for Training
Individual Personnel Data Verification Date	The calendar date on which an individual confirmed the accuracy of information that provides for unforeseen circumstances
Informational Tasks	The type of workflow task (action-based or informational)
Institute Attended	The name of a formal academic institution at the collegiate level
Insurance Company Name	The designation of an insurance company from which an insurance policy was obtained by an individual other than through the Armed Forces
ITAPDB	Integrated Total Army Personnel Data Base—A database that will contain personnel data for the Active Army, National Guard, and USAR Soldiers. ITAPDB will be the database for all Army personnel applications.
Lang or Language	Language—The system and/or sign communication in general use among members of a culture with any system of writing used to represent the system of communication
Last Good Conduct Medal Award Date	The calendar date on which an enlisted Soldier last received a good conduct medal
Last Logon Date	The calendar date on which a user last logged onto *e*MILPO
Last Name	The designation of a person's surname
Leave Days	A nonmonetary numeric value arrived at by counting the number of days of authorized absence for a service member
LIC	Language Identification Code—Identifies a Soldier's language skill
LICASGD	Assigned Language Identification Code—The number of Soldiers in the unit who can communicate in a given language
LICQUAL	Qualified Language Identification Code—The number of Soldiers in the unit who have passed a qualification test for a given language

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Terms	Definitions
LICREQ	Required Language Identification Code—The required number of Soldiers who can communicate in a given language
Local CONUS	Applies to a move from one CONUS assignment to another
Local OCONUS	Applies to a move from one OCONUS assignment to another
Location	The location at which the event is or will be conducted
Location of Will/Valuable Papers	The identification of the address at which a Soldier's last will and testament is located
Loco Parentis	A representative who acted in place of the Soldier's parents for a period of not less than 1 year at any time before the Soldier entered active duty
Logon Attempt Date	The calendar date on which a user failed to log on to *e*MILPO
Long OS Tour Qty	A value arrived at by counting the total number of a Soldier's short tours served outside the boundaries of the continental United States
Logon Attempt Date	The calendar date on which a user failed to log on to *e*MILPO
Loss Reason	An encoded representation of the broad classification identifying the basis for the Soldier's drop from the Army's strength
Lost Time Effective Date	The calendar date that marks the effective date of the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day and that is not creditable for active Federal service or pay purposes
Lost Time End Date	The calendar date that marks the end of a period of time during which a Soldier is unable to perform duty for more than 1 day and that is not creditable for active Federal service or pay purposes
Lost Time Reason Code	An encoded representation of the basis for an individual being unable to perform duty for more than 1 day, when that time is not creditable for active Federal service or pay purposes
Lost Time Start Date	The calendar date that marks the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day, and which is not creditable for active Federal service or pay purposes
Lower Extremities	The classification of the functional capability of various organs, systems and integral parts of the body, as related to a service member's ability to perform military duties
LSSR	Language Skill Shortage—Lists all language shortages for the selected unit. The system displays the required, assigned, and qualified strengths for each shortage.
MACP	Married Army Couples Program—A program designed to grant Soldiers with assignments that allow married couples to establish a common household while both are serving in the Army
Maiden Name	A female person's surname prior to marriage

Terms	Definitions
Major Personnel Action (MPA) Date	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Major Personnel Action (MPA) Reason Code	An encoded representation of the basis for a transfer, reassignment, or loss event that affects a person's strength accountability
Major Personnel Action (MPA) Type Code	An encoded representation of the broad classification for a personnel event that affects a person's strength accountability
Management Group	The career management group to which a Warrant Officer is associated
Marital Status	The legal status of an individual as it relates to marriage
Married Army Couples Program (MACP) Enrollment Date	The date on which a Soldier submits a request into the Married Army Couples Program
MCU	Multi-Component Unit—A unit that may consist of Reserve and Active Army personnel
Middle Name	The person's second or subsequent name prior to the surname
Military Character of Service Code	An encoded representation of the descriptive evaluation of a service member's conduct and performance of duties during a specified period of military service
Military Duty Status Date	The calendar date on which an individual was assigned to a specific position to perform certain functions
Military Education Level	The level of military professional development training attained by an individual
Military Entry Date	Soldier Entry Active Duty Date—The calendar date on which a service member began full-time service in an active component
Military Grade	A numeric character string used to identify the pay grade of a service member
Military Pay Level	An encoded representation of characters that denotes the category into which a service member is classified based upon grade and status
Military Personnel Classification (MPC)	A code representing the classification of a service member. Codes: E Enlisted C Academy Cadet O Commissioned Officer W Warrant Officer
Military Separation Program Designation Code	An encoded representation of the basis for which a Soldier is separated from active duty through discharge, dismissal, transfer or being placed in a retired status
Military Service Obligation Date	The calendar date on which an individual has completed or will complete a period of military service as required by federal law
MMRB Determination	Military Medical Retention Board (MMRB) Determination— A representation of the finding pertaining to the physical qualification of a service member to perform in an occupational specialty

Terms	Definitions
MMRB Meeting Date	Military Medical Retention Board (MMRB) Meeting Date—The calendar date on which a decision is rendered pertaining to the physical qualifications of a service member to perform in an occupational specialty
MOS	Military Occupational Specialty—A term used to identify a group of duty positions possessing such close occupational or functional relationships that an optimal degree of interchangeability among persons so classified exists at any given level of skill. • (A) Advanced—One which reflects specialized occupational qualifications above the entry military occupational specialty level required for performance in those duty positions that represent the journeyman, supervisory, or leadership levels of skill • (D) Duty—One in which the Soldier is actually performing duty • (E) Entry—One that reflects the occupational qualifications required for performance in those duty positions that represent the lowest level of skill within an entry group • (P) Primary—One (entry or advanced) representing the highest or most significant job skill that the individual can best perform • (S) Secondary—Any awarded, other than the designated primary
MOS Qualification Status	Allows the user to query the database to search for and review an individual Soldier's qualification and suitability to perform the task assigned, to view all Soldiers performing or possessing a selected MOS/AOC, to view all Soldiers performing their primary or secondary MOS/AOC, or to view the status of all Soldiers within the unit.
MOS/AOC	Military Occupational Specialty/Area of Concentration
MOSC	Military Occupational Specialty Code—A five-character code used to identify the occupational specialty, skill level, and special qualifications for enlisted Soldiers and Warrant Officers
MOSSR	Military Occupational Specialty Shortage—Provides a list of Military Occupational Specialties (MOS) for which the unit is understaffed. The system displays the required, authorized, and assigned strengths for these MOS values.
Movement Designator	The specific budgetary funds from which a Soldier's movement to an organization is paid
Movement Type	A duty assignment outside of the United States
MPA Date	Military Personnel Action Date—The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability

Terms	Definitions
MPA Effective Date	Military Personnel Action Effective Date—The calendar date of a transfer, reassignment, loss, or other event that affects a person's strength accountability
MPA Reason	Military Personnel Action Reason—An encoded representation of the basis for a transfer, reassignment, or loss event that affects a person's strength accountability
MPA Reason Code	Military Personnel Action Reason Code—An encoded representation of the basis for a transfer, reassignment, or loss event that affects a person's strength accountability
MPA Type	Military Personnel Action Type—An encoded representation of the broad classification for a personnel event that affects a person's strength accountability
MPC Pay Level	The Soldier's military pay level
MRC Code	This is an encoded representation of the Medical Readiness Classification, which provides an indication of whether the Soldier is medically ready for deployment.
MRC Reasons	This is an encoded representation of the basis for the MRC Code and lists the medical issues to be resolved.
MSPER	Military Occupational Specialty Qualified Percent—This is based on a comparison of available MOS qualified personnel and required MOS qualified personnel. Available MOS qualified strength cannot exceed available strength.
Name	The designation for a specific person
Name Change Reason	The purpose for which an individual has changed their surname or their given name
Name of Person Authorized to Direct Disposition of Soldier's Remains	The designation of a specific person, linked to the Soldier, who may be a family member, beneficiary, or an individual to be notified in the case of an emergency
National Guard	Army National Guard—The Army portion of the organized militias of the several states, Commonwealth of Puerto Rico, and District of Columbia whose units and members are federally recognized Source: AR 310-25, Dictionary of United States Army Terms, 21 May 86.
Naturalization Certification Number	A nonquantitative alphanumeric number that identifies the certificate issued to an alien upon naturalization as a U.S. citizen
New Date of Rank	The revised date (in yyyymmdd format) the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
New Effective Date of Rank	The revised calendar date (in yyyymmdd format) that establishes a service member's entitlement to pay for the rank, held on the date of promotion or reduction in the Armed Forces.
New Rank	The shortened form of a Soldier's official standing that establishes relative seniority in the U.S. Army's hierarchical structure after a promotion.

Terms	Definitions
New Remarks	An unformatted character string, consisting of new remarks specific to the selected unit that provides pertinent information or comments.
New SSN	The Social Security number exists in the database for the Soldier after the correction.
Non-Deployables	Displays a list of Soldiers (along with their corresponding reasons) who are not available for deployment for the selected unit and document effective date combination
Not Available MOS-Qualified	Displays Soldiers who meet the following conditions: the skills possessed by the Soldiers are not required among the unit's authorizations; the Soldier's skills may be required but there is a surplus of unit personnel available to fill the requirements; you have previously during the session declared the Soldier to be not qualified for the role allocated; the Soldier is in "Unavailable" status
Not Qualified	The list of Soldiers who are not qualified due to inappropriate MOS
Notify Instead	The name of the family member whom the Soldier wishes to designate as an emergency contact to notify in the event of an emergency
NS Depn Qty	Non-Sponsored Dependent Quantity—A numeric value arrived at by counting the total number of a Soldier's family members who are not sponsored by the Soldier's command
Number of Adult Dependents	A value arrived at by counting the number of persons, 21 years of age or older, and the spouse, for whom an individual provides financial support and subsistence
Number of Child Dependents	A value arrived at by counting the number of persons under 21 years of age for whom an individual provides financial support and subsistence
Number of Leave Days	A nonmonetary numeric value arrived at by counting the number of days of authorized absence for a service member
Number of OS Combat Tours	The number of overseas combat tours a Soldier has completed.
Number of OS Long Tours	The number of overseas long tours a Soldier has completed.
Number of Operational Deployment Tours	The number of overseas operational deployment tours a Soldier has completed.
Number of Restricted Tours	The number of overseas dependent restricted tours a Soldier has completed.
Number of OS Short Tours	The number of overseas short tours, a Soldier has completed.
Number of TDY Days	The approved number of days designated for the performance of official business of a limited specified duration at a separate location from the individual's permanent place of duty
Occupational Specialty	The Soldier's occupation/skill categories
OCONUS	Outside the continental United States
Officer Procurement Program Number (PPN)	The specific program under which an officer was assessed

Terms	Definitions
Officer Service Agreement Expiration Date	The calendar date on which a period of service, incurred by an officer through statutory or contractual provisions, expires
Officers	Commissioned Officers
Old Arrival Dte	The arrival date that previously exists in the database for the Soldier.
Old SSN	The Social Security number previously existing in the database for the Soldier
Operation\Exercise Title	The name assigned to the operation or exercise
Order Number	A character string of nonquantitative characters that identify the number of a published document issued by an Army organization
Origin of Citizenship	An encoded representation of the source of an individual's attainment of U.S. citizenship
Originator	The name of the person who originated the workflow task. The workflow task can also be system-generated; if it is, the Originator will be the name of the first person that was assigned the task.
OS Country	The Overseas Country, for which the Soldier completed a Duty Tour.
OS End Date	The end date of the Soldier's overseas duty tour.
OS Start Date	The start date of the Soldier's overseas duty tour.
Over Threshold	The number of days by which the management threshold is exceeded
Overstrength soldiers	Overstrength Soldiers are those "surplus" Soldiers who have not been slotted into authorized positions because there is not enough authorized positions to slot them into. Overstrength Soldiers have a UMR code of 9990 as a placeholder until they are slotted into an available position.
PAOC	Primary Area of Concentration
Para Line	Paragraph Line—Represents identifiers assigned to authorizations for a unit
Para Title	The title of a position from an authorization document
Paragraph Headings	The title identifying a unique section on an authorization document
Parent Unit [or] UIC	The parent organization designator that identifies an individual's present permanent organization assignment
Pass/Fail APFT	The category into which an individual is placed in relation to completion of a test that measures physical endurance
Password	The Army Knowledge Online (AKO) password used by a registered user of AKO to authenticate to the *e*MILPO application
PAVR	Personnel Asset Visibility Report—Provides information related to a unit's readiness for deployment or combat. The report includes availability data for Soldiers assigned to the unit. The PAVR is the Personnel portion of the USR.
Pay Entry Basic Date (PEBD)	The constructive date that establishes the beginning of an individual's creditable Federal service for pay purposes

Terms	Definitions
Payment Option	An encoded representation of the options available for the manner in which the payment of Service Member's Group Life Insurance proceeds will be made
PCTPREG	Percentage Pregnant—Percentage of female Soldiers that are pregnant.
Percentage	A nonquantitative numeric value that indicates the percentage of the total entitlement to be received by an individual. If the Soldier designated two or more allotment designees, the sum of the designees' percentage does not need to equal 100 percent but must not exceed 100 percent.
PERS ID	Position Personnel Identity Code—An encoded representation of the type of person designated for a position on a military organization's authorization document
Person Authorized to Direct Disposition of Soldier's Remains	The designation of a specific family member to be notified to take care of the Soldier's remains in the event of death.
Personnel Information	Personnel Information—A section of the PAVR Calculations page that contains assigned, available, MOS, senior grade, and turnover strength percentages for the unit
Personnel Management Tests	An examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
PERSS	Person Strength Status
PERSTEMPO	Personnel Tempo—A system that calculates the number of days a Soldier has spent away from his or her permanent residence within various time periods
PGrade	The Pay Grade for DoD employees
Phone Extension	The extension, if one exists, for the Soldier's phone number
Phone Number	A series of numeric characters that uniquely identifies a specific telephonic line
Phone Number Type	A specific telephone number at which a person may be contacted. Phone Number Types include Duty, Permanent Mailing, Emergency, and Home.
Phone System	The network on which a specific telephonic line operates, such as Commercial, Defense Switched Network (DSN), or Federal Communications Systems (FCS)
Physical Capacity	An encoded representation of certain combinations of physical profile serial codes (PULHES) and significant duty limitations
Picklist	Stores the available values for a data or field element from the *e*MILPO database. To select a value from a picklist, click on the down arrow. A list of values will appear. Place the cursor over the desired value and click on it. The value will appear in the field.
PMOS	Primary Military Occupational Specialty—An (entry or advanced) MOS representing the highest or most significant job skill that an individual can best perform

Terms	Definitions
PMOS/PAOC	Primary Military Occupational Specialty/ Primary Area of Concentration—This value represents the Soldier's primary formal military skill. An officer can have more than one AOC and a Warrant Officer or enlisted Soldier can have more than one MOS.
Policy Number	A character string of alphanumeric characters identifying an individual's insurance policy that was not obtained through the Armed Forces
Pos Title	Position Title—The title associated with an authorization within a unit
Position Seq Nbr (Sequence Number)	A uniquely identified sequence number that *e*MILPO generates for each position within the paragraph/line number combination based on authorized strength quantity.
POSNO	Position Number—A nonquantitative alphanumeric value that identifies a position to which a service member is assigned
POW	Prisoner of War
PPA	Personnel Processing Activity—An organization or element that provides automatic data processing service in support of the Army's military Personnel Information System (PERSINS)
Previous Date of Rank	The date (in yyyymmdd format) the Soldier has achieved the previous rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
Previous Effective Date of Rank	The calendar date that establishes a service member's entitlement to pay for the previous rank (not the current rank) held on the date of promotion or reduction in the Armed Forces
Previous MPC	The Military Personnel Classification that the service member belongs to before mobilization
Previous Rank	The shortened form of a Soldier's official standing that establishes relative seniority in the U.S. Army's hierarchical structure
Previously Reported Arrival Date to Current UIC	The previous arrival date that exists in the database for the Soldier.
Previously Reported Arrival Time	The previous arrival time that exists in the database for the Soldier.
Primary ASI	Primary Additional Skill Identifier—A Soldier may have more than one ASI
Primary MOS	Primary Military Occupational Specialty (entry or advanced)—Represents the highest or most significant job skill that the individual can perform best
PROAVAL	Professional Fillers Available—The number of professional-level Soldiers (for example, doctors) currently assigned to the unit
Professional Certification	An encoded representation of a broad category of professions for which licensing or certification is required

Terms	Definitions
Professional Certification Year	The calendar year in which civilian professional certification was obtained
Professional Fillers	Determines Professional Fillers requirements based on medical MOS/AOC where the authorization document indicates a greater required strength than authorized strength for the position.
PROFIS	The Professional Filler System resources professional level Soldiers (for example, doctors) to the unit for which are required.
PROFPCT	Professional Fillers Percentage—The percentage of professional fillers available, calculated by dividing the available count by the required count.
PROFREQ	Professional Fillers Required—The number of professional level Soldiers (for example, doctors) that are required in a unit.
PRP Assignment Status	Personnel Reliability Program Assignment Status—A representation of a Soldier's standing with regard to assignment to a position that requires an increased level of personal assurance
PRP Qualification Status	Personnel Reliability Program Qualification Status—A representation of a person's standing with regard to being qualified for a position that requires an increased level of personal assurance
PSB	Personnel Service Battalion—The battalion responsible for managing a group of military personnel functions and programs that pertain primarily to Soldiers as individuals in a specific region or area of responsibility
PSBG	Personnel Grade Strength Report—Lists the required, authorized, assigned, and available strengths by personnel grade for the selected unit. The strength levels for each grade or grade group (for example, E1 to E4) are listed separately.
PSC	Personnel Service Center—A military organization that provides administrative control support for personnel processing functions
PSPER	The Non-Deployable Report lists the number of personnel not available for deployment or combat and their corresponding categories.

Terms	Definitions
PSPER Reason Codes	The Reason Codes for the PSPER (Non-Deployables Report): • DC: Deceased • MP: Missing • LP: Legal Processing • AW: AWOL (Absent Without Leave) • AN: Assigned, Not Joined • HO: Hospitalized • LT: Leave/TDY • PG: Pregnancy • CR: Commander's Restriction • DN: Dental • TN: Training • OT: Other • DP: Deployed • UP: UNSAT Participant (RC Only)
Psychological	A representation of the classification of the functional capability of various organs, systems, and integral parts of the body, as related to a service member's ability to perform military duties

Terms	Definitions
QLD	Duty Qualification Code—A code indicating the Commander's evaluation of the Soldier's qualification to perform the duties of the assigned position. The codes are as follows: • (Q) Qualified: (Commissioned Officer, Warrant Officer, Enlisted [CO, WO, ENLD]). Soldier is qualified in all nine characters of Position Requirements Code (PRC). The Soldier has been awarded an MOSD or an SSI and an SOI/ASI that match all characters required by the position. • (P) Qualified—Except for Grade (ENLD only). Soldier is qualified but is carried against a higher grade. • (A) Not Qualified—Awaiting IET (CO, WO, ENLD). Soldier is not qualified, but is awaiting IET, currently on IET, or awaiting the final phase of AIT. This code applies to Officers awaiting/attending the initial branch/specialty course. • (L) Not Qualified—On the Job training (CO, WO, ENLD). Soldier is not qualified, but the commander is training and qualifying the Soldier through supervised on-the-job training (SOJT). • (S) Not Qualified—School Training (CO, WO, ENLD). Soldier is not qualified but is scheduled for, or is currently attending, formal Military Occupational Specialty (MOS) training. • (N) Not-Qualified—Assistance in Training (CO, WO, ENLD). Soldier is not qualified, and the commander requires assistance in training the Soldier. • (X) Not Qualified—Excess to Unit (CO, WO, ENLD). Soldier is not qualified and cannot be programmed for any position in the authorization document. Soldiers reported under this code should be reported to the MSC as excess and appropriate action taken (for example, transfer to another TPU, reassign to IRR, discharge).
Race	A representation of a division of the human population having descent or origin in particular peoples or racial groups
Radio Button	Allows you to select one option from the available choices
Rank	The shortened form of a Soldier's official standing that establishes relative seniority in the U.S. Army's hierarchical structure
Rank Change Reason	The basis for changing a service member's official standing that establishes seniority in the Armed Forces hierarchical structure

Terms	Definitions
Rank Change Reason Code	An encoded representation of the basis for changing a service member's official standing that establishes seniority in the Armed Forces hierarchical structure
Rank Change Type	An encoded representation of a category of a change to a service member's official standing that establishes relative seniority in the Armed Forces hierarchical structure
Reason Attached	The basis for attaching the RC service member to a unit
Reason Code	An encoded representation of the basis for discontinuing beneficial administrative actions for a Soldier. The system defaults to a Reason Code of "P."
Reason Lost Time	A representation of the basis for an individual being unable to perform duty for more than 1 day, when that time is not creditable for active Federal service or pay purposes
Reason Type	An encoded representation that categorizes reports of suspension of beneficial administrative actions by their status. The system defaults to a Reason Type of "E."
Reassignment Reason	The basis for movement when an individual moves within the Active Army, U.S. Army Reserve or within the Army National Guard within a state.
Reassignment Type	The type of movement that occurs when an individual moves within the Active Army, the U.S. Army Reserve, or within the Army National Guard within a state
Recall Indicator	Indicates RC soldiers called up a second time for the same contingency or second time within 1 year
Reduction PMOS	The highest or most significant job skill that the individual can best perform after a reduction in rank. The system defaults the Reduction PMOS value according to the changes in rank and reason code.
Reenlistment Eligibility Code	An encoded representation of a Soldier's general qualification to initiate a subsequent contract based on previous enlistment
Reinstated Rank	The previous rank that was or can be reinstated for a Soldier. A rank is the shortened form of a Soldier's official standing, which establishes relative seniority in the U.S. Army's hierarchical structure.
Relationship	The abbreviated representation of the category of association between an individual and another person or object
Relationship of Person With Whom Residing	The abbreviated representation of the category of association between an individual and another person or object, as it relates to a child who is not living with the Soldier's current spouse
Relationship to Soldier	The abbreviated representation of the category of association between an individual and the Soldier
Religion	A representation of an organized sect in which individuals share common religious beliefs and practices
Remarks	An unformatted character string that provides pertinent information or comments.

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Terms	Definitions
Remarks Log	A historical record of the Remarks section in the PAVR Calculations page. When the Remarks Log exceeds the 1,000 character limit, the system will prompt you to remove the log.
Remove	To retract previously entered data
Remove Soldier	The Remove Soldier column allows you to exclude a Soldier from processing by checking the corresponding checkbox
Report	After a successful duty status addition, update, or removal, the Report column will display a link to allow you to view or link a duty status report
Report Date	The calendar date on which an individual is designated to report to an assigned organization
REQ	Required—The number of Soldiers that a unit requires for wartime operations
Requisition Serial #	A character string that uniquely sequences and identifies a requirement for Soldiers
Reserve Component Military Active Status Expiration Date	The calendar date on which a reserve service member's obligation for active status expires
Reserves Expiration Date	The calendar date that marks the completion of a period of time a service member is required by law or contractual agreement to serve as a member of the ready reserve
Revoke Arrival	Allows you to process a revocation of a previous arrival for one or more Soldiers
Role	User Role that describes the level of access assigned to an individual
SA Rights	The System Administrator Rights indicate whether the individual can perform user account and unit hierarchy management functions
SAOC	Secondary Area of Concentration
Search Criteria	A picklist containing search criterion in which you can make a selection to narrow down the results of a search
Scores	The numeric value representing the result of a test
Sec Level	Security Level—A level of personnel security eligibility or access to classified Defense information
Sec Skill	Secondary Skill—Designates a secondary additional skill held by or required for a service member
Secondary ASI	Secondary Additional Skill Identifier
Secondary MOS	Secondary Military Occupational Specialty—Any awarded MOS, other than the designated primary MOS
Section	A unique section on an authorization document
Select	In building a Soldier list, the radio buttons in the Select column allow you to select a Soldier to process
Selected Criteria	A list box containing the results of a selection you made after you selected a search criterion and clicked ADD. You can remove the selected values from the Selected Criteria text area by highlighting the selection and clicking DEL.
Selected Paragraph	The paragraph heading that was selected to identify a unique section on an authorization document.

Terms	Definitions
Semester Hour	A unit of academic credit representing number of class hours
Senior Qualified	Senior grade Soldiers (E4 Promotable or above) who have been allocated to an MOS requirement by the PAVR slotting logic.
Separation Delay Reason	An encoded representation of the basis for retaining a Soldier on active duty beyond the normal expiration term of service
Separation Program Designator (SPD code)	An encoded representation of the classification for which a Soldier is separated from active duty through discharge, dismissal, transfer, or being placed in a retired status
Separation Program Reason	An encoded representation of the reason for which a Soldier is separated from active duty through discharge, dismissal, transfer, or being placed in a retired status
SEQ No.	The combination of paragraph number and line number that uniquely identifies a position
SEQ/POSN	The combination of sequence number and position number that uniquely identifies a position from a specific authorization document
Service Academy	A representation of the type of service academy. Types include the following: • AG—Military Academy • FU—Naval Academy • FW—Coast Guard Academy • FY—Air Force Academy • KQ—Merchant Marine
Sex	A representation of the division of human beings into two groups based on differing physiological characteristics
SFPA Reason	Soldier Suspension of Favorable Action Reason—The basis for discontinuing beneficial administrative actions for a Soldier
SFPA Type	Soldier Suspension of Favorable Action Type—An encoded representation that categorizes reports of suspension of beneficial administrative actions by their status
SGLI	Servicemembers' Group Life Insurance—The SGLI is in effect throughout the period of full-time active duty or active duty for training. Coverage continues for up to 1 year for Soldiers who are totally disabled at discharge.
SGLI Counseling Date	The calendar date on which an individual who is likely to be survived by dependents, parents, or other next of kin is counseled because of designating some other person as beneficiary of the Servicemembers' Group Life Insurance
SGLI Coverage	The amount of insurance protection selected by the Soldier under the Servicemembers' Group Life Insurance program
SGLI Election/Recertification Date	The date on which a Soldier made any changes to the Servicemen's Group Life Insurance or recertified.
SGLI Insurance Amount	The amount of insurance protection selected by the Soldier under the Servicemembers' Group Life Insurance program

Terms	Definitions
SGPER	The Available Senior Grade Percentage is calculated by dividing the number of senior enlisted Soldiers (E5 and above), Warrant Officers, and Commissioned Officers assigned to the unit by the corresponding required number of Soldiers.
Share Amount ($)	Indicates the total entitlement to be received by a beneficiary, represented in dollars
Short OS Tour Qty	A value arrived at by counting the total number of a Soldier's short tours served outside the boundaries of the continental United States
SIDPERS-3	Standard Installation Division Personnel System—The current Army application responsible for strength accounting and related personnel functionality. This system is transaction-based and supports the Active Army only. This system is being replaced by *e*MILPO.
Skill/ASI	Skill/Additional Skill Identifier
Skill Code	An encoded representation of specialized skills that require significant education, training, or experience to perform the duties of a special position
Slotted POSNO/ Sequence No.	A combination of paragraph number and paragraph heading from the selected authorization document to which the Soldier is slotted
Slotted	Indicates whether the position is slotted (Y) or unfilled (N)
Slotting	Allows you to slot one or more Soldiers by comparing the Soldiers' qualifications with the requirements of the authorization document
SMOS	Secondary Military Occupational Specialty—Any awarded MOS other than the designated primary MOS
Soldier	In Workflow, this column displays the rank and last name of the Soldier who is the subject of the workflow task.
Soldier Availability Status	Allows the authorized user to query the system for a list of unavailable Soldiers by name or SSN. You can then view and/or alter the availability status of the Soldiers by selecting a reason for unavailability.
Soldier List	A list of Soldiers produced for a working session as a result of user-entered search criteria
Spouse Branch of Service	A representation of the major organizational subdivisions of the Department of Defense
Spouse Citizenship	The country to which a Soldier's spouse owes allegiance and certain responsibilities and from which appropriate privileges are received
Spouse Country of Birth	The country in which a Soldier's spouse was born
Spouse Military Personnel Classification (MPC)	An encoded representation of characters that denotes the category into which a service member is classified based upon grade and status
Spouse Service Component	A representation that denotes the primary subdivision of a military branch of the Armed Forces
Spouse's SSN	A role name for SSN that designates the Social Security number for a Soldier's spouse

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Terms	Definitions
Spouse State of Birth	The state of the United States in which a Soldier's spouse was born
SQI	Skill Qualification Indicator—A code representing specialized requirements that are common to a number of positions and military occupational specialties
SSN	Social Security Number—A unique indication of an individual and his or her Social Security account
State	The name of a state of the United States in which a person or organization may be reached or found
State of Alien Entry	The name of a state of the United States through which a noncitizen entered the country
State of Birth	The state of the United States in which a person was born
State of Professional Certification	The shortened name of the state that issued a person's professional license or certification
Start Date (Add User Account)	The calendar date that a user account becomes effective
Start Date (Assignment History)	The calendar date that marks the beginning of a Soldier's assignment for duty with a specific organization
Start Date (Delegation Role)	The calendar date that delegation of role from one user to another becomes effective
Start Date (Lost Time)	The calendar date that marks the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day and which is not creditable for active Federal service or pay purposes
Start Date (PERSTEMPO)	The date on which the event commenced or is slated to commence
State of Certification	The state in which the certification was earned if applicable.
Status	Populated after you have completed all actions. The Status column will show your completed actions.
Status (Education Major)	An individual's attendance status related to an approved program of study at a civilian institution
Status (Workflow Inbox)	Indicates whether the workflow task is Pending, Complete, Read, Unread, or N/A, if the task is informational
Street Address	An unformatted character string of information that describes the specific place (for example, street address, apartment number, post office box, rural route number, highway contract route number, room number) at which a person or organization may be reached or found
Subject	The topic of a specific workflow task
Sys Update Date	The combination of calendar date and military time that an action was performed on a table in the system
TAADS-R	The Army Authorization Document System—Redesign—An automated system that controls and documents organizational structures. It also supports requirements and authorizations for personnel and equipment needed to accomplish the assigned missions of Army units.
Table Name	A term or word that identifies a table containing one or more data elements and their corresponding values in the *e*MILPO database

Terms	Definitions
TAPDB-CORE	Total Army Personnel Database-Core—An Army database that contains personnel data for Active, Guard, and USAR Soldiers
Test Date (Personnel Management Test)	The calendar date on which the administration of a personnel test is accomplished
Test Score (Personnel Management Test)	A value arrived at by calculating the score obtained on an examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
Test Type	An encoded representation of aptitude, evaluation, classification, and proficiency tests that are administered to Army personnel or to individuals applying for entry into the Army
Text Area	Allows you to view or input multiple lines of text
Text-entry field	Allows you to input a limited number of text characters from the keyboard
TDY Days	Days a Soldier is assigned to a temporary duty
Threshold Mgmt 220	Indicates whether the event, if it caused the Soldier to exceed the 220 day management threshold, has been approved
Threshold Mgmt 400	Indicates whether the event, if it causes the Soldier to exceed the 400 day management threshold, has been approved
TIG	Time in Grade—The number of months, time in grade, that a Soldier must have to be advanced/promoted without a time in grade waiver
TIS	Time in Service—The number of months, time in service, that a Soldier must have to be promoted/advanced without a time in service waiver
Total # of Hits/Score	Total number of actual targets hit or the score earned. This is determined by the type of weapon qualification sheet used (see AR 600-8-19).
Tour Completion Status	The status of a Soldier relative to completion of an overseas tour.
Tour Duration	The length of time of an overseas tour indicated by the values of 12 (short), 24 (long) and 36 (long).
Tour End Date	The calendar date (in yyyymmdd format) that marks the end of an overseas tour.
Tour Start Date	The calendar date (in yyyymmdd format) that marks the commencement of an overseas tour.
Tour Status	The status of a Soldier relative to completion of an overseas tour.
Tour Type	The length of time of an overseas tour: Short or Long.
UIC	Unit Identification Code—A unique six-character code used as a means to distinguish an organization within the Armed Forces of the United States by specifying the particular component, the structural entity within that component, and, where appropriate, an additional subdivisional definition.

Terms	Definitions
UIC Selection	The results of a selection made by you after selecting the UIC/Document Effective Date combination, and clicking ADD. You can remove the selected UIC/Document Effective Date combination from the UIC Selection text area by highlighting the combination and clicking DEL.
UMR	Unit Manning Report
UMR Code	Unit Manning Report Code, which designates the title of an unslotted Soldier
UMR Codes for Unslotting	A listing of UMR Codes that you can select from to unslot a slotted Soldier
Unit Designation	A character string representing the descriptive name of a military unit
Unit Manning Status Code	An encoded representation of the current stage pertaining to the movement of a unit, group, or package in the Unit Manning System.
Unit Template	Indicates the selected unit's access control template. The template specifies the *e*MILPO functions that the unit can access.
Update User	User ID indicating the individual who makes an update to the table in the database.
Upper Extremities	The classification of the functional capability of various organs, systems and integral parts of the body, as related to a service member's ability to perform military duties.
US Citizen Declaration Intent	An encoded representation of an individual's plans to obtain citizenship of the United States as recorded by the Immigration and Naturalization Service (INS).
USAR	U.S. Army Reserve—A Federal force consisting of individual reinforcements and combat, combat support, support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.
User (Workflow)	Indicates the user to whom the specific workflow task was assigned
User ID	User Identification—The Army Knowledge Online (AKO) User ID used by a registered user of AKO to access *e*MILPO
User Role	The User Role establishes the level of access privileges to the system. There are three user roles: Senior User Administrator, User Administrator, and User.
User Session	A technical term that describes the period of time that begins when you log in to the system and ends when you either logs out or closes your browser window
User Specific	Indicates a specific access control template will be assigned to the selected user as opposed to using a unit access control template
Value	A user selection that corresponds with field element names in a database

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Terms	Definitions
Veterans Education Assistance Program Benefit Level	The level of education benefit under the veterans education assistance program for the active Army service member
Vietnam Era GI Bill Eligibility Status	The abbreviated representation of whether a service member is eligible to receive benefits under the Vietnam Era GI Bill
Vision	A representation of a person's ability to distinguish, without confusion, the correct color of an object as indicated on the Army's service fitness test
Warrant Officer (WO)	Warrant Officer—An officer appointed, by warrant, by the Secretary of the Army. A highly skilled technician who is provided to fill those positions above the enlisted level which are too specialized in scope to permit the effective development and continued utilization of a broadly trained, branch-qualified Commissioned Officer. Rank and precedence are below that of a Second Lieutenant, but above those of a cadet.
Warrant Officer Classification Source	An encoded representation of the method of program through which an individual became a warrant officer
Weight	The heaviness of a person as measured by means of a scale or balance, expressed in pounds
Workflow Role	The User Role establishes the level of access privileges to the system for Workflow processing.
Workflow Status	Indicates whether the workflow notice is available for the unit
Workflow Task	The type of workflow task (action-based or informational)
Working Session	A technical term that describes the period of time that begins when you select a menu item from the Main Menu and ends when you select the Close button from any Web pages during processing.
Year Awarded (Degree)	The calendar date and month in which an academic degree was granted by an accredited academic institution
Year/Month Expires (yyyymm)	The calendar year and month that a factor, which must be taken into account when contemplating an assignment action for an individual, expires
Year/Month Last Official Photo	The calendar year and month on which the photograph of a service member was taken for inclusion in the official military personnel file
ZIP Code	An encoded representation of an area within the United States or its territories identified for the purpose of simplifying the delivery of mail to a person or organization

21.2   Business Rules and Validations

The following rules and validations will apply for *e*MILPO:

- The date input field will be eight characters in length, will contain only numeric characters, and will be consistent with a YYYYMMDD format. Values for YYYY are undetermined; values for MM must be between 01 and 12; and values for DD must be between 01 and 31.

- Date information entered by a user will not be saved to the database until all necessary validations for data entry are performed by the system. Start dates and end dates must fall within the acceptable range of dates for the function to be performed.

- The time input field will be four characters in length, will contain only numeric characters, and will be consistent with military time standards.

- Information entered by a user will not be saved to the database until all necessary validations for data entry and business logic are performed by the system.

- You must complete all required data entry fields and required data selections before the system saves the information to the database. An asterisk designates required fields for data entry and data selections.

- Social Security numbers must be numeric and contain nine digits.

- Unit Identification Codes (UICs) must be alphanumeric, contain six characters, and must be active UICs.

- The system will ensure the data entered in a text-entry field do not exceed the maximum length of characters allowed for that field.

- You will not be able to perform an operation on a Soldier for which the Soldier is not qualified or eligible.

- The system will prompt you for confirmation before removing a Soldier record. You will have the option to either confirm the record's removal or be returned to the current page.

- The system will prompt you for confirmation before terminating your session.

- The system will detect data entry on the current page and prompt you to save or discard the data if you select Next or Close on a Soldier Data page.

- If the Soldier data already exist in the database, a duplicate entry will not be allowed.

- Error messages will be generated by the system, as an indication to you, that you have selected an invalid entry or combination of entries, or if invalid data were entered.

- You will have the capability to reenter data upon error notification by the system.

- The system generates a message if you enter alphanumeric or numeric values in a data input field designated for alpha characters.

- The system generates a message if you enter numeric values in a data input field designated for alpha characters.

- The system generates a message if you enter alpha values in a data input field designated for numeric characters.

- The system generates a message if a command button is selected before all data entry is complete or when there are no results to return for your selected action.

Online Help

- Hyperlinks will be used for displaying term definitions. You must click on the hyperlink to activate a window that will appear with the term definition. You must close the window to reactivate the same hyperlink.

- Alternate text will be used for displaying the explanation of the action to be performed when you click on a command or navigational button. You must position the mouse over the command or navigational button to activate a pop-up box containing the explanation. The pop-up box will disappear as you move the mouse away from the command or navigational button.

User Registration

- You need to be a registered AKO user and have a valid AKO user ID to request access to the *e*MILPO application.

- You need to be associated with a UIC to be granted access.

- A duplicate user account cannot be created for the *e*MILPO application if your ID already exists in the *e*MILPO database.

- An *e*MILPO user account cannot be modified or removed if your ID does not exist in the *e*MILPO database.

System Administration

- The System Administrator (SA) will approve or deny requests for access based on *e*MILPO security requirements. Only those users with a legitimate reason to access the *e*MILPO application will be approved.
- Only the SA can add, modify, remove, and unlock user access or accounts.
- An SA can only add, modify, remove, and unlock user access or accounts for UICs for which he or she is authorized. The SA will not have visibility to user accounts whose UICs are not under his or her assigned authority.

Login and Access Control

- You must be a registered AKO user with a valid and active AKO User ID and password.

- The *e*MILPO User ID and password will be the same as the AKO User ID and password.

- Communications with the AKO Directory Server must be established before user authentication can take place.

- If you, as an already authenticated user, attempt to log in to the *e*MILPO application a second time (during the same session), the system will redirect you to the *e*MILPO Main Menu.

- An *e*MILPO session will be suspended after 15 minutes of inactivity and will require you to log back in to the *e*MILPO application.

- If an *e*MILPO user account has not been used or accessed for more than 30 days, the system will display the message: "You have not accessed the system in thirty days. Click OK to exit the system and log back in."

- If your *e*MILPO user unit profile has expired (that is, the requested end date has passed), the system will display the message: "You are trying to access the system outside of the authorization window specified by your administrator. Click "OK" to return to the AHRS Web Portal."
- If an *e*MILPO user account has been assigned to more than one unit profile (or Associated UIC), the system will prompt you to select the desired UIC in which you want to work prior to gaining access to the *e*MILPO Main Menu.
- You can only access functionality for which you are authorized to access.

Soldier Selection Process

- You must select a search criterion and enter a corresponding value before clicking ADD to add the criterion/value combination in the Selected Criteria text area.
- You must select a displayed search criterion before clicking DEL to remove the criterion.
- You must submit a search criterion and corresponding value before clicking Search to perform a search action on Soldiers in the database. You may submit only one search criterion/value combination at a time.
- The system permits both uppercase and lowercase letters for search criteria values.
- Wildcard searches will be allowed for search selections when building a Soldier list with the exception of Soldier Arrival and Attachment.
- You must select a Soldier for processing before the system will proceed with an action. An error message will be generated if a command button is selected before you select a Soldier for processing and you will be provided the option to return to the main menu.

Personnel Services

Emergency Notification—Beneficiaries for Death Gratuity Category

- If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system will prompt you in this event.
- If you enter a person with a relationship other than Mother, Father, Brother, Sister, Half-Brother, or Half-Sister, the system will produce a message to indicate that only the above may be designated.

Emergency Notification—Beneficiaries for Unpaid Pay/Allowances Category

- If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system will prompt you in this event.

Emergency Notification—Do Not Notify/Notify Instead Category

- If the Soldier designated an individual as a "Do Not Notify" in the event of an emergency, then the person designated for notification instead must be a different person.
- The system will validate the name of the individual that the Soldier selected as a "Do Not Notify," to ensure the individual is defined in the database.

- Emergency notification data cannot be added if the relationship of the individual to the Soldier is "FMLY MEMBER," unless that family member's data exist in the database.

- If a Soldier makes a change to his or her marital status, family member information, or military spouse information, a workflow notification will be sent to the Soldier to remind the Soldier to update his or her Record of Emergency Data (DD93).

- The system will list the DD93 entries in the identical order as they appear on the DD93.

Address

- The City and ZIP Code can only be entered if the Country is the United States.

- The State can only be selected if the Country is the United States.

- The Foreign Postal #, Gateway APO/FPO, and Gateway Area cannot be entered if the Country is the United States.

- The Foreign Postal #, Gateway APO/FPO, and Gateway Area must be entered if the Country is a foreign country.

- If a user provides a Foreign Postal #, the system will block you from entering a street name, city, or country. This business rule also applies to Emergency Notification and SGLI.

- A street address must be provided for Current Mailing address types.

- A user can delete all address types except for Home of Record and Entered Active Duty.

- Home of Record and Entered Active Duty address types are read-only.

- The system will not allow duplicate address types for the Soldier.

- The Soldier's address effective date is an editable field.

- The address effective date for a family member, SGLI beneficiary, or emergency notification point of contact will not be displayed and will not be editable.

Personal Data

- If the Country of Birth selected is the United States, then the State of Birth and County of Birth must not be blank.

- The system will ensure the Soldier is between the ages of 17 and 70 by validating the Soldier's Birth Date.

Phone Number

- Phone numbers must contain numeric characters and must not exceed 10 characters in length.

- Phone number extensions must contain numeric characters.

- The system will not allow duplicate phone number types for the Soldier.

Service/Miscellaneous Dates

- The Initial Entry Date Military Service cannot precede the Soldier's Birth Date plus 17 years.

- The Basic Enlisted Service Date cannot precede the Soldier's Birth Date plus 17 years.

- Individual Personnel Data Verification Date cannot precede the Date Initial Entry Military Service Date.

- MMRB Meeting Date cannot precede the Date Initial Entry Military Service Date.

- The system will not allow you to initially specify, change to, or change from a STOP LOSS value as the delay in separation reason; this is top down only.

Education—Civilian Degree

- A degree above the Bachelor level may not be recorded for an officer. The Soldier must see his or her career manager for degrees above that level.

Education—Military Education

- The system ensures the Course Code entered is a valid value.

- The system ensures the Course Code and Course Number entered is a valid combination.

- The system ensures Completion Date is completed if the Course Status selected is "GRADUATED," "CONSTRUCTIVE CREDIT," "NON-GRAD," or "WITHDRAWN."

- The system ensures that Completion Date is not a future date and that it does not precede the Soldier's Date of Initial Entry into Military Service (DIEMS).

- The system ensures that Course Length is completed for enlisted Soldiers.

Military Spouse (MACP)

- The Soldier must have a spouse in the regular Army to enroll in the MACP.

- A Soldier cannot enroll in the MACP if he or she is already in the MACP.

- A Soldier cannot disenroll in the MACP unless he or she is enrolled.

- You cannot add or update Military Spouse information unless the Soldier has a marital status of "Married," and the Soldier's spouse's SSN exists in the database.

- If the spouse SSN indicates that the spouse is in the Regular Army, then the system will ensure that the spouse's branch of service is "Department of the Army" and that the spouse's service component is "Regular Army."

- The spouse's enrollment date in the MACP does not have to match the Soldier's enrollment date in the MACP.

- The system will automatically disenroll a Soldier in the MACP if the Soldier's marital status changes to "Divorced" or "Widowed." If the Soldier's marital status is "Legally Separated," the Soldier will remain enrolled in the MACP.

Family Member

- The system will not permit the addition or removal of Authorized Dependent (AUTH DEPN) family member data. These data are provided by the Defense Enrollment Eligibility Reporting System (DEERS). Only nondependent (NOT AUTH DEPN) family members can be removed.

- The system will not permit the removal of any family member who is a beneficiary associated with Emergency Notification or a family member who is an SGLI Beneficiary.

- The system will not permit the removal of any family member who is designated as "Do Not Notify" in the event of an Emergency Notification.

- The system will not permit a user to change their marital status back to Single if their current marital status is something other than Single (such as Divorced, Widowed, etc.)

- A Soldier cannot remove a spouse as a Family Member if they are designated as a military spouse. You are instructed to use the Military Spouse (MACP) screen to remove the military spouse designation before removing the family member.

- You cannot add more than one spouse.

- You cannot add a spouse if his or her marital status is Single.

- The system shall ensure that the SSN of the family member is not the same as the Soldier's SSN when adding or updating family member information.

SFPA

The SFPA Expiration Date must not precede the Soldier's Pay Entry Basic Date.

SGLI

- There must be at least one primary beneficiary when SGLI coverage is elected.

- Primary and contingent beneficiaries cannot be the same.

- The sum of the shares to each beneficiary (primary and contingent) must equal the SGLI coverage amount to ensure that 100 percent of the amount is accounted for.

- The allocation method selected must be identical (percentage, dollar amount, or fraction) for all beneficiaries when designating the allocation of the Soldier's insurance coverage.

- If the allocation method selected is a percentage, the sum of the beneficiaries' coverage must equal 100 percent.

- If the allocation method selected is a percentage, the percentage amount must be a numeric value between 1 and 100.

- If the allocation method selected is a dollar amount, the sum of the beneficiaries' coverage must equal the coverage amount the Soldier selected.

- If the allocation method selected is a fraction, the sum of the beneficiaries' coverage must equal 1.

- If the allocation method selected is a fraction, the fraction amount must be a numeric value containing a fraction between 0 and 1.

- The SGLI coverage amount data input field will be eight characters in length, will contain only numeric characters, and must not exceed $400,000 for dollar amount, 100 percent for percentage, or 1 for fraction.

- The SGLI coverage amount picklist will contain values in increments of $50,000. Values for SGLI coverage amount must be between $50,000 and $400,000.

- If a Soldier elects not to enroll in SGLI coverage, the system will ensure that no beneficiaries are entered.

- If a family member already exists in the database as a beneficiary and the Soldier designates the same family member, a duplicate entry will not be allowed. The family member data may be updated or removed only.

- If a Soldier, who is likely to be survived by dependents, parents, or other next of kin, selects an unusual beneficiary, the system will prompt the Soldier for counseling. The SGLI counseling date will be a required entry in this event.

- The counseling date must not precede the SGLI Election/Recertification Date.

- Only family members that currently exist in the database can be selected as beneficiaries. If the family member is not in the database, he or she must first be added.

- The system will validate the combination of entries selected for family member name and associated relationship, with the information in the database, before SGLI coverage information can be added.

- If the status of "sole survivor" already exists in the database for the Soldier, a duplicate entry containing the same data will not be allowed.

Lost Time
- The Lost Time Start Date must precede the Lost Time End Date.

- If the Lost Time data entered for the Soldier already exist in the database, a duplicate entry containing the same data will not be allowed.

Citizenship
- The system will automatically remove the assignment consideration restriction for a Soldier when the Soldier is granted citizenship.

- The system will automatically apply an assignment consideration restriction for a Soldier if the Soldier is not a U.S. citizen.

Assignment Considerations—Assignment Considerations
- Assignment considerations and military spouse data must be compatible.

Assignment Considerations—Assignment Eligibility Availability (AEA)
- The AEA function is available for enlisted Soldiers and officers.

- The AEA Termination Date will be entered as yyyymm.

- AEA Codes F, P, and Z will be the only available codes for officer input.

- AEA Codes F and P will be available for enlisted Soldiers on assignment to Korea only.

- AEA Code Z will be available for Soldiers currently assigned to Korea.

- AEA Code P can overlay F only if Soldiers are currently assigned to Korea.

- AEA Codes F, P, and Z can be overlaid by the submission of AEA Code C as a result of a derogatory Duty Status.

- When updating AEA Code W, the termination date must be before the previous AEA Termination Date.

APFT

- The height input field will be two characters in length and will contain only numeric characters. Values for height must be between 58 and 85 inches.

- The weight input field will be three characters in length and will contain only numeric characters. Values for weight must be between 90 and 400 lbs.

Personnel Management Tests

- The test date input field will be eight characters in length, will contain only numeric characters, and will be consistent with a YYYYMMDD format. Values for YYYY are undetermined; values for MM must be between 01 and 12; and values for DD must be between 01 and 31.

- The test score input field will contain a maximum of three characters in length and will contain only numeric characters.

- Duplicate test data cannot be entered for the Soldier.

Individual Awards

- The Award Date cannot be before the Date Initial Entry Into Military Service (DIEMS).

- The system will automatically calculate a Soldier's eligibility date to receive an individual award as 3 years from the Last Good Conduct Medal Award Date.

- The Good Conduct Medal Eligibility Date is applicable for enlisted Soldiers only.

- The Good Conduct Medal Eligibility Date can be no more than 3 years from the current system date.

- The Armed Forces Reserve Medal Eligibility Yr/Mo can be no more than 10 years from the current system date.

Military Occupational Specialty (MOS)

- The system will allow modifications to all enlisted grades.

- The Award Date must not be a future date.

- The Effective Date must not be a future date.

- The Award Date and Effective Date must not precede the Soldier's Date Initial Entry Military Service (DIEMS).

- A Soldier will only have one Primary MOS.

- A Primary MOS cannot be deleted; it can be updated only.

- If you choose to update the Primary MOS, the system will provide you with the option to change the Primary MOS to a Secondary MOS, Additional MOS, or eliminate the MOS.

- There must be only one Secondary MOS.

- If the MOS, ASI, or SQI entered for the Soldier already exist in the database, a duplicate entry containing the same MOS, ASI, or SQI will not be allowed.

- You will not be able to enter a MOS, ASI, or SQI that is inactive.

- The system will not display a MOS, ASI, or SQI for you to select unless the Soldier's grade is eligible for that MOS, ASI, or SQI.

- You will not be able to place a female Soldier into an AOC, MOS, or SQI that is closed to female Soldiers.

- The system will ensure the SQI or ASI selected corresponds to the Soldier's MOS.

- A Soldier can only have one Career Progression MOS.

- A Soldier can only have one Projected MOS.

- A user will not be able to withdraw a Secondary or Additional MOS without also withdrawing the related ASI and SQI.

- The system will prevent updates to a Soldier's record that will result in a MOS value of "91W" and an ASI value of "Y2."

- The system will default the CSU to 'N' when a user adds a MOS.

Readiness

- The system ensures that the entered Physical Profile Factors (PULHES) scores are 1 to 4.

- The system ensures that the Date of Last Physical Exam does not precede the Soldier's Birth Date and that it is not a future date.

- The physical categories DA FLAG MEDICAL and FIT FOR DUTY can only be assigned by the top of the system (TAPDB).

Overseas Assignment Data

- The system shall ensure that the Arrival Date is not a future date.

- The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments.

- The system shall ensure that the Arrival Date does not precede the Soldier's Arrival Date from previous assignments.

- The system shall ensure that the Arrival Date does not precede the Soldier's Pay Entry Basic Date.

- The system shall ensure that the Departure Date is not a future date, and is prior to or the same as the assignment date from the previous assignment.

- The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.

- The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.

- The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.
- The system shall ensure that the Assignment Location is OCONUS and reflects the entered Gaining UIC.
- The system shall ensure that the Dependent Arrival Date does not precede the Arrival Date, and that it is not after the DEROS Date.

Personnel Accounting
Soldier Arrival

- The Arrival Date must not be a future date.
- The Arrival Date must not precede the Soldier's Departure Date from previous assignments (PCS and Overseas only).
- The Arrival Date must not precede the Soldier's Arrival Date from previous assignments.
- The Arrival Date must not precede the Soldier's Pay Entry Basic Date.
- The Departure Date must not be a future date.
- The Departure Date must be prior to or the same as the Reporting Date.
- The Departure Date cannot be prior to the last assignment date.
- The Gaining Unit cannot be the same as the previous Unit of Assignment.
- The Gaining Unit cannot be the same as the Unit of Attachment.
- The system will validate the departure data entered with the Assignment Type selected to ensure the combination of data entry is valid.
- You must enter a Requisition Serial # if the Assignment Type selected is CONUS or OCONUS.
- A Soldier cannot be arrived if an open attachment exists.
- The Dependent Arrival Date must not be prior to the Arrival Date.
- The Dependent Arrival Date must not be after the calculated DEROS date.
- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

Mass Arrival

- Soldiers need to be properly departed from their losing unit or have assignment instructions before mass arriving.

Revoke Arrival

- When the current assignment is revoked, the Home UIC will be updated with the last current assignment.
- The system shall not allow the revocation of an arrival that is more than 120 days old.

Attach Soldier

- If a Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment should be terminated.
- The Attachment Start Date must not be a future date.
- The Attachment Start Date must not precede the Soldier's arrival date at his or her assigned unit; must not precede the Soldier's departure date from previous assignments (applicable for PCS only); and must not precede the Soldier's Pay Entry Basic Date.
- The Attachment End Date must not precede the Attachment Start Date.
- The system will ensure that the attachment dates fall within a valid range for the unit.
- A Soldier must be assigned before he or she can be attached.
- A Soldier cannot be attached to the unit if an open attachment to the unit already exists. The system will ensure that the Attachment Start Date and Attachment End Date do not fall between the existing start and end dates for this unit.
- A Soldier cannot be attached to his or her assigned unit.
- A Soldier cannot be attached if the maximum number of attachments has been reached for that Soldier; the system will limit the number of open attachments for a Soldier to three.
- If a Soldier is already attached, he or she must be relieved from attachment first.
- The system will not allow a duplicate duty status to be assigned to a Soldier.

Mass Attachment

- The Attachment Start Date must not be a future date.
- The Attachment Start Date must not precede the Soldier's arrival date at the assigned unit; must not precede the departure date from previous assignments (applicable for PCS only); and must not precede the Pay Entry Basic Date.
- The Attachment End Date must not precede the Attachment Start Date.

Release From Attachment

- The End Date must not be a future date.
- The End Date must not precede the Start Date.

Slotting – Authorized Documents

- For an Active Army (AA) UIC, you will only be allowed to select one UIC and Document Effective Date combination at a time. The system will prevent you from selecting more than one AA UIC/Document Effective Date combination.
- You have the option to select a future Document Effective Date, if one is available and its date is less than 30 days from the date of the current document.
- For a Multi-Component Unit (MCU) UIC, multiple UIC and Document Effective Date combinations can be selected.

- The system will compare the Soldier's PMOS (Primary Specialty), SMOS (Secondary Specialty), and Alternate (Additional Specialty) with the requirements of the document in determining the Soldier's qualification.

- The system will notify you if the duty MOS/AOC does not match the Soldier's current Primary, Secondary, Bonus or Additional Specialty MOS. You will be allowed to override this discrepancy.

- The system will allow you to override mismatching MOS/AOC, ASI, SQI, Grade/Rank (within the 2 up 1 below rule—that is, the Soldier cannot be slotted to an authorization that is more than two ranks above his or her current rank or one rank below his or her current rank), and Lang but will record the discrepancies in HRAR Section 1—Slotted Soldiers.

- The system will ensure that Active Army soldiers are not slotted across components.

- The system will ensure that an attached Soldier, if he or she already occupies a position in the parent unit, is unslotted from the parent unit before he or she can be assigned to another position in the attached unit.

- The system will allow an MCU Soldier to be slotted from one component to another component.

- The system will not allow a Soldier to be slotted into more than one authorization.

- The system will allow more than one Soldier to be slotted into one authorization. If you attempt to assign more than one Soldier into one authorization for the Active Army, a system message will be displayed to notify you and provide the option to override the message.

- The system will only allow the slotting of Soldiers into authorizations within the same Military Personnel Classification (MPC) (that is, Enlisted within Enlisted, WO within WO, CO within CO). If an invalid MPC is entered, the system will notify you of the acceptable values for Enlisted, Warrant, and Commissioned Officers.

- The duty assignment date must not be a future date.

- The duty assignment date cannot precede the previous duty assignment date or the Soldier's arrival/attachment to the unit.

Slotting – No Authorized Documents

- The system shall only retrieve records for Soldiers who are a RECSTA G, 7, or 8 who fall into a UIC that have no authorized document numbers.

- The system shall ensure that Duty Assignment Date is on or after the current arrival date but and is not in a future date.

Tour Status

- The start date entered shall be greater than the earliest date of the following: PEBD and MIL_EAD_DT.

- The OS Tour Start Date and OS Tour End Date may not be a future date.

- The system will verify the Soldier's Tour Completion Status before updating the number of long/short tours. If the tour was not completed, the number of long/short overseas tours will not be added to the Soldier's record.

Assignment History

- The system will ensure historical assignment dates fall within a valid range.
- The system will ensure historical assignment dates are not future dates and are prior to the current assignment date.
- The system will ensure that historical assignment dates are not prior to the Soldier's start of service date.
- The Departure Date must be prior to the Arrival Date from the previous assignment.
- The Departure Date must not precede the assignment start date.
- Assignment history data cannot be added for a UIC that already contains assignment history data for the Soldier.
- Assignment history data can only be added for the previous assignment.
- For OCONUS Assignment Data, the State will be blank unless the assignment location is Hawaii, Alaska, or Puerto Rico. If the assignment location is Hawaii, Alaska, or Puerto Rico, the Assignment Location will be the UNITED STATES.

Mobilization—Soldier Mobilization

- The Arrival Date must be equal to or prior to the current date.
- The Arrival Date cannot precede the EAD Date but can be equal to the EAD Date.
- The Gaining UIC can be the same as the Current UIC.
- The system will validate the UIC entered for Gaining UIC to ensure that it is a valid Reserve or Guard UIC.
- The system will default the MPA Type to "NB" for all mobilizations.
- The system will allow the following values for MPA Reason: "RS," "RT," "RU," and "RV."
- The system will not close open attachments.
- The system will not depart a Soldier.

Soldier Demobilization

- The system ensures that the Gaining UIC is a valid Guard or USAR UIC.
- The system shall ensure that a post-separation address for the selected Soldier is on file on the *e*MILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

Unit Mobilization

- The system shall ensure that the Report Date is not a future date.
- The system shall ensure that the Report Date does not precede the EAD Date but can be equal to the EAD Date.
- The system shall ensure that the Report Date does not precede the previous assignment date.
- The system shall ensure that the Report Date does not precede the Soldier's Pay Entry Date.
- The Gaining UIC can be the same as the Current UIC.
- The system will validate the UIC entered for Gaining UIC to ensure that it is a valid Reserve or Guard UIC.
- The system will default the MPA Type to "NB" for all mobilizations.
- The system will allow the following values for MPA Reason: "RT," "RV," and "RX."

Unit Demobilization

- The Demobilization Date must not precede the Mobilization Date.
- The Demobilization Date must be equal to the Major Personnel Action Date/Time and the Military Separation Date.
- The Gaining UIC can be the same as the Current UIC and must be a valid Guard or USAR UIC.
- The system ensures that based on the Operational Status Codes of the entered Gaining UIC, Guard Soldiers are only demobilized to units with the following Operational Status Codes: G, M, N, P, U, W, Z, and 1.
- The system ensures that based on the Operational Status Codes of the entered Gaining UIC, USAR Soldiers are only demobilized to units with the following Operational Status Codes: M, P, R, S, V, Y, and Z.
- The system will default the Separation Program Designator to "L."
- The system will default the Separation Program Reason to "BK."
- The system will purge Soldiers from *e*MILPO that have been inactive for 120 days.
- The system shall ensure that a post-separation address for the selected Soldier is on file on the *e*MILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

Attach RC Soldier

- The system will allow up to three current Active Duty attachments for Reserve/ARNG Soldiers.
- The current UIC of the attached Soldier must be a Guard or Reserve unit.

Drop From Rolls or Strength

- The Date of DFR/DFS must not be a future date.
- The Soldier must not have an existing Major Personnel Action (MPA) record with the specified effective date.
- The Arrival Date must be after the Soldier was dropped.
- The system will only process a drop from rolls or strength if a drop type is selected.

Drop From Rolls or Strength—Drop Type: Confirmed to be a Deserter

- The system shall ensure that the Soldier's current duty status is "AWOL." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

Drop From Rolls or Strength—Drop Type: Confirmed POW or Missing

- The system shall ensure that the Soldier's current duty status is either "Captured (CAP)" or "Missing in Action (MIA). You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The system shall ensure that the Effective Date of POW/Missing Status Officially Declared is not a future date and does not precede the Soldier's arrival date.

Drop From Rolls or Strength—Drop Type: Leave Active Army for Service Academy

- The system shall ensure that the Soldier's current duty status is "Present for Duty (PDY)." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The Date of Entry to a Service Academy must not be a future date.

Drop From Rolls or Strength—Drop Type: RC Soldier Failed to Report (During Mobilization Only)

- The system shall ensure that the Effective Date of DFR is not a future date and does not precede the Soldier's assigned arrival date.

Drop From Rolls or Strength—Drop Type: Remained AWOL for More than 30 Days

- The system shall ensure that the Soldier's current duty status is "AWOL" and that the Soldier has been AWOL for 30 consecutive days. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type and if the Soldier has not been AWOL for 30 days.

Drop From Rolls or Strength—Drop Type: Sentenced to Confinement for 6 or more Months

- The system shall ensure that the Soldier's current duty status is either "Confined by Civilian Authorities (CCA)" or " AWOL—Confined by Civilian Authorities (AWC)." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

Return From DFR/DFS
- The Arrival Date must not be a future date.
- A Return from DFR/DFS will return the Soldiers from the previous DFR/DFS action.

Revoke DFR/DFS
- A Revoke DFR/DFS will negate the previous DFR/DFS action.

Soldier Transition or Loss to Army—Transition to WO
- The Major Personnel Action Date must not be a future date.

Recall Retiree
- The system shall ensure the Gaining UIC is a valid Guard or Reserve UIC.
- The system will process transitions for both officers and enlisted personnel (for the current release of *e*MILPO).
- The system ensures the transition date is not a future date.

Sanctuary/UCMJ
- The system shall ensure the Date Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is a CONUS UIC.

Enlistment Into RA
- The system shall ensure the Date Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.
- The system shall ensure the Date Entered Active Duty is not in the future.
- The system shall ensure the Date Entered Active Duty is not before the Soldiers PEBD.
- The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is a CONUS UIC.
- The system shall ensure that the unit operation status code for the Gaining UIC is A, 1, G or V.
- The system shall ensure that the Gaining UIC is within the logged in user hierarchy.

Casualty Affairs
- The system shall allow the user to perform an Add for only those Soldiers who do not have a previous 5102 transaction system. The system shall allow the user to perform a

Remove for those Soldiers with a previous 5102 transaction for whom the action was determined to be erroneous.

- The system shall allow the deceased transaction for all record statuses except X.

Reassignments
HQDA Reassignments

- The system will ensure that the selected Reassignment Type and Reassignment Reason are valid combinations.
- The system will automatically calculate the Soldier's Date of Loss (DLOS) from the Soldier's Number of TDY Days and the Number of Leave Days. The Soldier's record will automatically be removed from the losing unit on the DLOS date, unless you intervene to stop the Soldier's departure.
- The system will ensure that the DLOS Date is less than or equal to the Report Date.
- The Gaining UIC must not be the same as the Home UIC.
- A Soldier cannot be reassigned unless the Soldier's Duty Status is PDY.
- A Soldier cannot be reassigned unless the Soldier has a current assignment.
- A Soldier's Report Date must not exceed the UIC active date.
- The system generates an error message, as an indication to you, if there are no EDAS Reports to view or print.

Briefing Attendance

- The system will not allow you to schedule a Soldier for an interview if the Soldier is already scheduled to attend or if the Soldier was already interviewed.

Promotions
Enlisted Reduction

- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- The system will permit the reduction in rank of E2 to E9.

Lateral Appointment

- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- A Soldier cannot be appointed to a lateral rank unless a lateral rank exists into which the Soldier is eligible to be appointed.

Promote with Waiver

- The system will ensure that the rank selected is related to a requested MOS.
- The system will ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.

- The system will ensure that the Soldier is eligible for the rank selected, that the Soldier meets the rank criteria, and that the Soldier is not flagged for SFPA. The Time in Service (TIS) and Time in Grade (TIG) criteria include:
  - TIS:
    - E1 promotable to E2 (4 months)
    - E2 promotable to E3 (6 months)
    - E3 promotable to E4 (18 months)
  - TIG:
    - E1 promotable to E2 (2 months)
    - E2 promotable to E3 (2 months)
    - E3 promotable to E4 (3 months)
- The system will ensure that only those Soldiers eligible for promotion will be displayed.
- The system will ensure that the Soldier's transaction rank is equal to the Soldier's current rank.
- The system will ensure that only authorized individuals perform a change or correction to a Soldier's rank or Date of Rank.
- The Date of Rank must not be a future date.
- The Effective Date of Rank must not be a future date.

Promotion
- The system shall send Transaction 4215 unless the change type is F.
- The system shall ensure that the Soldier has met the minimum Time in Grade (TIG) and Time in Service (TIS) requirements for the promote with waiver.
- For enlisted promotion, the system shall use the Soldier's BASD to determine his TIS.
- For enlisted promotion, the system shall use the Soldier's Date of Rank to determine his TIG.
- The system shall show E1 Soldiers in the Soldier selection list for promotion when they have at least 4 months TIS.
- The system shall show E2 Soldiers in the Soldier selection list for promotion when they have at least 6 months TIS and 2 months TIG.
- The system shall show E3 Soldiers in the selection list for promotion with at least 18 months TIS and 3 months TIG.
- The system shall ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.
- For promotion of E1 Soldiers, the system shall ensure the Date of Rank is at least 4 months after the Soldier's BASD.
- For promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 6 months after the Soldier's BASD.
- For the promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 2 months after the Soldier's current Date of Rank.

- For the promotion of E3 Soldiers, the system will ensure the Date of Rank is at least 18 months after the Soldier's BASD.

- For the promotion of E3 Soldiers, the system will ensure that the Date of Rank is at least 3 months after the Soldier's current Date of Rank.

- The system will ensure that the Date of Rank and Effective Date of Rank are no more than 31 days past the current date.

- The system will ensure that the allocation for promotions in the waiver zone is not exceeded.

Deny Promotion

- The system shall show E1 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 5 months Time in Service (TIS).

- The system shall show E2 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 11 months TIS and 3 months Time in Grade (TIG).

- The system shall show E3 Soldiers in the Solider Selection List for Deny Promotion when they have at least 23 months TIS and 5 months TIG.

- The system shall show enlisted Soldiers E1 to E3 in the Soldier list for Deny Promotion until the first day of the month in which they should have been promoted, until they have been promoted, until they have been denied promotion, or until they have been processed out of the Army.

- The system shall add an SFPA flag with a reason code of P and a reason type of A to the Soldier when a Deny Promotion is processed.

- The system shall automatically remove the deny code (PA) from the Soldier's record 1 day after the promotion should have occurred.

- The system shall not allow the user to enter a future denial date.

- The system shall not allow the user to enter a date that is more than 60 days before the effective date of promotion.

Special Category Promotion

- The system ensures that Date of Rank and Effective Date of Rank are not future dates; the dates must be either equal to or less than the system date and less than the Soldier's Current Date of Rank.

- The system shall allow a Soldier at the E1 grade level to advance one, two, or three grade levels.

- The system shall allow a Soldier at the E2 grade level to advance one or two grade levels.

- The system shall allow a Soldier at the E3 grade level to advance one grade level.

- The system shall update the Rank Change Type based on the new rank selected by the user.

- The system shall not allow a future Date of Rank.

- The system shall not allow a future Effective Date of Rank.

- The system shall ensure that the Effective Date of Rank is greater than or equal to the Date of Rank.
- The system shall ensure that The Effective Date of Rank is greater than or equal to the Soldier's previous Effective Date of Rank.
- The system shall ensure that the Date of Rank is greater than or equal to the Soldier's previous Date of Rank.

Restore/Revoke Previous Rank—Restore Mode
- The system shall default the Rank Change Reason Code for Restore to "H."
- The system shall ensure that the Effective Date of Restoration is not a future date.

Restore/Revoke Previous Rank—Restore Mode
- The system ensures that the Effective Date of Revocation is equal to the effective date of the erroneous promotion or reduction.

Correct Date of Rank
- The system ensures that the Corrected Date of Rank falls between the Date of Rank of the previous and current system date.
- The system ensures that the Corrected Effective Date of Rank falls between the Effective Date of Rank of the previous and current system date.
- The system shall ensure that the Corrected Effective Date of Rank is greater than or equal to the Corrected Date of Rank.
- The system shall ensure that the Corrected Date of Rank is greater than or equal to the Soldier's BASD date.
- The system shall ensure that the Corrected Date of Rank is not a future date.
- The system shall ensure that the Corrected Effective Date of Rank is not a future date.

Rank History
- The system ensures that the Date of Rank and Effective Date of Rank fall between the previous and the next rank being added.
- The system ensures that the rank date and rank effective date do not precede the associated dates of the current rank for the Soldier.

Readiness
Human Resource Authorizations Report (HRAR)
- Only Section 5: Changed Authorizations will be available for viewing if the selected Document Effective Date is other than the current date.

Personnel Asset Visibility Report (PAVR)
- The PAVR will only display those UICs accessible to you.
- The system will notify you of successful and unsuccessful updates to PAVR Remarks.

- The PAVR Remarks field will be limited to 2,000 characters in length and will contain only alphanumeric characters.

- The system will prompt you for confirmation before removing PAVR Remarks.

- The system will notify you if the information requested does not exist:
  – No Soldiers for the unit selected
  – No Soldiers for the category selected
  – No MOS shortages for the unit selected
  – No skill shortages for the unit selected
  – No language shortages for the unit selected
  – No Non-Deployables for the unit selected

- The system will notify you if you selected too many Soldiers for the MOS/AOC.

Soldier Availability Deployment Tracking

- The system dynamically enables data entry fields, picklist options, and required fields depending on the non-available reason.

- The start date entered shall be greater than the earliest date of the following: BASD, PEBD, and Military EAD Date.

- The start date may not be a future date.

- The end date must be after the start date.

- The end date may not be a future date except when the Non-Available Status is Non-Available-Temp (NAT), Stabilized/PCS/Retire (SPR), or Deployed (DEP).

- The system creates an open PERSTEMPO event and sends Transaction 4455 when the Soldier's non-available deployment data meets the following criteria: The Soldier does not have an open PERSTEMPO event and the Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).

- The system closes the existing open PERSTEMPO event first, creates a new open PERSTEMPO event, and sends Transaction 4455 when the Soldier's non-available deployment data meet the following criteria and the Soldier has an open PERSTEMPO event: The Non-Available Status is DEP - DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non- Available Reason is DP (DEPLOYED).

- The system closes any open PERSTEMPO event and sends Transaction 4455 to TAPDB when the Soldier's non-available deployment data is ended by a user and meets the following criteria: The Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).

Workflow

- Workflow tasks can only be sent to a single user at a time with a valid AKO User ID and *e*MILPO approved access.

- The originator of a task cannot return a task.

PERSTEMPO
Unassociated Soldier Events—Update
- The start date must not match another event for the same Soldier.
- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).
- The event UIC must be a valid UIC in *e*MILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

Unassociated Soldier Events—Remove
- The start date must not match another event for the same Soldier.
- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).
- The event UIC must be a valid UIC in *e*MILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

Individual Event
- The category selection must include only those categories that apply to creditable PERSTEMPO events.
- The Start date must be earlier than end date.
- The duty status must be consistent with the entered event.
    - If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.
    - If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

General Officer Threshold Management Report
The following business rules apply to the report criteria options and the contents of the report:
- The report will not include events that have been cancelled or events that have already been marked as approved.
- The UIC selection list includes only those UICs that are in your logon UIC hierarchy.
- The report displays unapproved events that start before the end of the 30- or 60-day reporting period for Soldiers whose creditable day counts would exceed the threshold selected (220-day or 400-day) during the event but before the end of the reporting period. Creditable day counts are calculated using a rolling 365-day (for the 220-day threshold) or 730-day (for the 400-day threshold) window.
- The report only includes those Soldiers whose most recent attached UIC is the UIC selected or Soldiers with no attachments whose assigned UIC is the UIC selected.

21.3   *e*MILPO Common System Messages

Common System Messages	Resolution
GENERAL ISSUES	
{x} must be {y} characters long.	Click OK. Reenter the value and ensure it equals the character length.
{x} must be no greater than {y} characters long.	Click OK. Reenter the value and ensure it does not exceed the number of characters allowed.
{x} should not be entered if {y} has not been entered.	Click OK. Correct the entry.
Date must be specified as YYYYMMDD.	Click OK. Enter date as YYYYMMDD.
{**Date 1**} cannot be before {**Date 2**}.	Click OK. Enter a valid date.
{**Date 1**} cannot be after {**Date 2**}.	Click OK. Enter the correct date.
The date entered is not a valid date.	Click OK. Enter date as YYYYMMDD.
The time entered is not a valid time.	Click OK. Enter time in military time.
{x} is not a valid number.	Click OK. Enter only numeric characters.
You have made changes. If you would like to save the changes, click Yes and then click the Save or Submit button. Do you want to save the changes?	Click Yes to save the current page or No to proceed without saving.
You have not processed all items in your working session. Do you want to continue processing the remaining items?	Click Yes to return to the current page or No to terminate the working session.
Are you sure you want to **remove** this record?	Click Yes to remove the record from the database or No to return to the current page without removing.
The {x} **information** exists for the Soldier.	Click OK. Do not enter duplicative information.
You must select a UIC.	Click OK. Enter an authorized UIC.
{**x**} is not a valid UIC. Please enter a valid UIC.	Click OK. Enter a valid UIC to continue.
Please specify an operation before clicking Submit	Click OK. Select an operation then click Submit.
LOGIN AND ACCESS	
The User Name or Password is incorrect. Please re-enter the User Name and Password.	Click OK. Enter the correct AKO User Name and Password or contact the System Administrator.
This *e*MILPO account is locked. Please contact your System Administrator.	Click OK. Exit the system and contact the System Administrator.

Common System Messages	Resolution
Communications cannot be established with the AKO Directory Server at this time.	Click OK. Cancel the action and try again later.
This *e*MILPO account is inactive. Please contact your System Administrator.	Click OK. Exit the system and contact the System Administrator.
You are not authorized to access the requested resource.	Click OK. Cancel the action.
You are trying to access the system outside of the authorization window specified by your System Administrator. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
You have not accessed the system in thirty days. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
You do not have an **active** associated UIC tied to your account. Please contact your System Administrator. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
Your account is locked. Please contact your System Administrator. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
Please specify an AKO User ID.	Click OK. Enter a valid AKO User ID to continue.
Please specify an associated UIC.	Click OK. Specify an associated UIC to continue.
SOLDIER SELECTION PROCESS	
Please enter a value before clicking ADD.	Click OK. Enter a value then click ADD.
Please select a search criterion before clicking DEL.	Click OK. Select search criteria to delete.
Please add one or more search criteria before clicking Search.	Click OK. Select search criteria to add.
{x} must contain only letters.	Click OK. Enter only alpha characters.
{x} must contain only numbers.	Click OK. Enter only numeric characters.
{x} must contain only letters and numbers.	Click OK. Enter only alphanumeric characters.
Valid values for {x} can only be {y}.	Click OK. Enter a valid value.
Please select a Soldier before proceeding.	Click OK. Select a Soldier.
Please select a search option before clicking ADD.	Click OK. Select a search option.
Please select one or more valid rows to process. Click OK to return to the selection list.	Select one or more data rows and click OK.
You have entered a duplicate request. Please only click a button once.	Click OK to return to the current page.

Personnel Services Messages	Resolution
ADDRESS	
Please note that **State of Birth** and **Country of Birth** cannot be entered if the selected **Country of Birth** is other than United States.	Click OK. Do not provide any value for State of Birth and Country of Birth.
Please note that **State** cannot be entered if the selected **Country** is other than United States.	Click OK. Do not provide a value for State.
Please note that **ZIP Code** cannot be entered if the selected **Country** is other than United States.	Click OK. Do not provide a value for ZIP Code.
Please note that **City** cannot be entered if the selected **Country** is other than United States.	Click OK. Do not provide a value for City.
Please note that **Foreign Postal #** cannot be entered if the selected **Country** is United States.	Click OK. Do not provide a value for Foreign Postal #.
Please note that **Gateway APO/FPO** cannot be entered if the selected **Country** is United States.	Click OK. Do not provide a value for Gateway APO/FPO.
Please note that **Gateway Area** cannot be entered if the selected **Country** is United States.	Click OK. Do not provide a value for Gateway Area.
Please note that the selected **Address Type** already exists for the Soldier.	Click OK. Select another Address Type because duplicate data are not allowed.
Please note that the selected **Address Type** may not be added.	Click OK. Select an alternative address type.
The entered **Birth Date** is not valid. The valid age range for a Soldier is 17 to 70.	Click OK. Enter a valid Birth Date.
Please note that **Address Type** is a required field.	Click OK. Select an Address Type.
Please note that **Gateway APO/FPO**, **Gateway Area** and **Foreign Postal #** are required fields when the selected **Country** is other than United States.	Click OK. Enter all required fields.
Please note that **Street Address** is a required field when the selected Address Type is Current Mailing.	Click OK. Enter all required fields.
ARMY PHYSICAL FITNESS TEST (APFT)	
Please note that the **APFT Date** cannot precede the Soldier's Date Initial Entry Military Service (DIEMS).	Click OK. Provide a valid value for APFT Date.
Please note that the valid range for **Height** is 58 to 85 in.	Click OK. Enter a value within the valid range.
Please note that the valid range for **Weight** is 90 to 400 lbs.	Click OK. Enter a value within the valid range.
ASSIGNMENT CONSIDERATIONS	
Please note that the selected **Assignment Consideration Type** already exists for the Soldier.	Click OK. Select another Assignment Consideration Type since duplicative data are not allowed.
Please note the selected **Country** already exists for the Soldier.	Click OK. Select another Country because duplicate data are not allowed.

Personnel Services Messages	Resolution
FAMILY MEMBER	
Family members who are **Authorized Dependents** cannot be added. Authorized Dependents are provided to *e*MILPO from the Defense Enrollment Eligibility Reporting System (DEERS) Interface only.	Click OK. Cancel action since authorized dependents cannot be added.
Family members who are **Authorized Dependents** cannot be removed. Authorized Dependents are removed from *e*MILPO through the Defense Enrollment Eligibility Reporting System (DEERS) Interface only. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Family members who are **Beneficiaries** associated with Emergency Notification cannot be removed. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Family members who are **SGLI Beneficiaries** cannot be removed. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Family members who are designated as "Do Not Notify" on **Emergency Notification** cannot be removed. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Please note that the **Marital Status** cannot be changed from Annulled, Divorced, Married, Interlocutory Decree, Legally Separated, or Widowed to Single.	Click OK. Select an alternative value for Marital Status.
Please note that **Marital Status** can only be changed from Single to Married or Unknown.	Click OK. Select a valid value for Marital Status.
Please note that a Spouse (Husband or Wife) already exists for this Soldier. A second Spouse cannot be added.	Click OK. Cancel the action.
Please note that a Spouse (Husband or Wife) cannot be added when the Soldier's marital status is Single.	Click OK. Cancel the action.
Please note that the family member you have selected to remove is a Military Spouse. They must be removed in the Military Spouse (MACP) module. After clicking OK and returning to the previous screen, please use the Next button to skip this action and proceed to the next action.	Click OK to return to the previous screen. Click Next button to skip this action and proceed to the next action.
Please note that **Loco Parentis** must be Y or N.	Click OK. Select Y or N for Loco Parentis.

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Personnel Services Messages	Resolution
SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)	
The sum of the shares to each beneficiary type (PRINCIPAL or CONTINGENT) must equal to 100%.	Click OK. Change dollar amount for SGLI Coverage or change Beneficiary Share amount.
The sum of the shares to each beneficiary type (PRINCIPAL or CONTINGENT) must equal to 100%.	Click OK. Reenter valid percentage.
The sum of the shares to each beneficiary type (PRINCIPAL or CONTINGENT) must equal 1.	Click OK. Reenter valid fraction.
The share entered cannot go over 250000 for dollar amount, 100 for percentage, or 1 for fraction.	Click OK. Reenter valid dollar amount, percentage or fraction.
Please select the same share type (dollar amount, percentage, or fraction) for all beneficiaries.	Click OK. Select the same share type.
NO COVG is selected for SGLI Coverage. Please remove all beneficiaries.	Click OK. Remove beneficiaries.
The family member selected is already a beneficiary. Please select another or update the existing beneficiary information.	Click OK. Select another family member or update the existing beneficiary information.
Individuals with relationship "FMLY MEMBER" cannot be entered. Please select an existing family member from the **Choose Family Member** picklist or add the family member to the system using the Family Member menu option.	Click OK. Select an existing family member from the Choose Family Member picklist or add the family member to the system using the Family Member menu option.
When SGLI Coverage is designated, there must be at least one Principal Beneficiary.	Click OK. Enter a Principal Beneficiary.
SGLI Election/Recertification Date cannot be after the SGLI Counseling Date.	Click OK. Reenter date.
If the Soldier has family members that could be selected as a beneficiary and is choosing someone else, the Soldier should be counseled for choosing an unusual beneficiary.	Click OK.
PHONE NUMBER	
Please note that the **Phone Number** entered must contain only numbers.	Click OK. Enter numeric values.
Phone Number length can only be up to 10 numeric characters.	Click OK. Enter 10 numeric characters.
Please note that the Phone Extension entered must contain only numbers.	Click OK. Enter numeric values.
Invalid Add of Phone Number. All required fields have not been selected.	Click OK. Enter required fields.
An Action was not selected for a **Current Phone Number** or both Phone Number Type and Phone System were not selected if **Adding Phone Number**.	Click OK. Select action.

Personnel Services Messages	Resolution
Please note that the **Phone Number Type** already exists for the Soldier.	Click OK. Cancel the action since duplicative data are not allowed.
{x} needs to be selected.	Click OK. Make a selection.
EMERGENCY NOTIFICATION	
Relationship to Soldier: Individuals with relationship "FMLY MEMBER" must be added to the system using the Family Member menu option before proceeding.	Click OK. Add Family Member using the Family Member menu option before proceeding.
Person Authorized to Direct Disposition of Soldier's Remains: Please choose Individual from picklist OR enter Name and Relationship.	Click OK. Choose Individual from picklist or enter Name and Relationship.
Do Not Notify and **Notify Instead** cannot be the same individual.	Click OK. Choose different individual.
There are no individuals defined that could be designated as "Do Not Notify" for this Soldier.	Click OK. Cancel action.
Both an existing person and new person data were entered. Please choose one of the options.	Click OK. Choose one of the options.
Add Emergency Notification Category: "ADDITIONAL EMERGENCY INFORMATION" already exists for this Soldier. Please update the existing information or choose another category.	Click OK. Update the existing information or choose another category.
MILITARY SPOUSE	
Please note that the Soldier is already enrolled in the MACP. The Soldier cannot be enrolled again.	Click OK. Cancel action.
Please note that the Soldier is not enrolled in the MACP. The Soldier cannot be disenrolled.	Click OK. Cancel action.
Please note that in order to Enroll in the MACP, the Spouse must be in the Regular Army.	Click OK. Cancel action.
Spouse SSN indicates Spouse is in the Regular Army. Spouse Branch of Service should be Department of the Army and Spouse Service Component should be Regular.	Click OK. Cancel action.
Spouse SSN indicates Spouse is not in the Regular Army. Combination of Spouse Branch of Service and Spouse Service Component must be Department of the Army and Regular.	Click OK. Cancel action.
Please note that the **Military Spouse Data** already exists for the Soldier.	Click OK. Cancel action.
Please note that the Soldier's {x} Spouse needs to be added as a Family Member before proceeding.	Click OK. Cancel action or add Soldier's Spouse as a Family Member.
Please note that the Soldier {x} does not have a marital status of Married. This Soldier cannot be processed.	Click OK. Cancel action.
Please note that the Soldier {x} Spouse SSN needs to be added in the Family Member function before proceeding.	Click OK. Cancel action or add Soldier's Spouse SSN using the Family Member menu option.

Personnel Services Messages	Resolution
MILITARY EDUCATION	
Please note that an Education Status must be selected.	Click OK. Select a value from the Education Status picklist.
Please note that the Course Number entered is not a valid course number.	Click OK. Enter a valid Course Number.
Please note that the Course Code and Course Number entered is not a valid combination.	Click OK. Ensure that the Course Code and Course Number are correct.
PERSONNEL MANAGEMENT TESTS and ASVAB/AFCT SCORES	
Please note that the **Test Date** entered must contain only numbers.	Click OK. Enter numeric values.
Please note that the **Test Date** length can only be **8 numeric characters** long.	Click OK. Enter 8 numeric values.
Please note that {x} is not a valid date in the format YYYMMDD.	Click OK. Enter date as YYYMMDD.
Please note that {x} cannot be after Today's Date.	Click OK. Reenter valid date.
Please note that the **Test Score** entered must contain only numbers.	Click OK. Enter numeric values.
Please note that the **Test Score** entered must be no greater than 3 characters long.	Click OK. Enter 3 numeric values.
Please note that an Action was not selected for a **Current Personnel Management Test** or the Test Type was not entered if **Adding a Personnel Management Test.**	Click OK. Select action.
Please note that an Action was not selected for a **Current ASVAB/AFCT Score** or the Apt Test Type was not entered if **Adding an ASVAB/AFCT Score**.	Click OK. Select action.
Please note that the **Test Type and Test Date** already exists for the Soldier.	Click OK. Cancel action.
Please note that {x} **Apt Area and Apt Test Date** already exists for the Soldier.	Click OK. Cancel action.
LOST TIME DATA	
Please note that the **Date** entered is not a valid date in the format YYYYMMDD.	Click OK. Enter date as YYYYMMDD.
Please note that the **Lost Time record** already exists for the Soldier.	Click OK. Cancel action.
Please note that the **End Date** cannot be before the **Start Date**.	Click OK. Reenter end date.
Please note that the **End Date** cannot be the same as the **Start Date**.	Click OK. Reenter end date.
SERVICE MISCELLANEOUS DATES	
Please note that the {x} cannot be before Basic Enlisted Service Date (BESD).	Click OK. Reenter date.
Please note that the **Date Initial Entry Military Service** cannot be before the Soldier's birthday plus 17 years.	Click OK. Reenter date.

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Personnel Services Messages	Resolution
Please note that the **Basic Enlisted Service Date** cannot be before the Soldier's birthday plus 17 years.	Click OK. Reenter date.
SUSPENSION OF FAVORABLE PERSONNEL ACTION (SFPA)	
This **SFPA Flag information** already exists for the Soldier.	Click OK. Cancel action.
Please note that the **Expiration Date** for the SFPA Flag must be greater than the Effective Date.	Click OK. Reenter date.

Personnel Accounting Messages	Resolution
SOLDIER ARRIVAL	
Please note that the {**Date**} cannot be a future date.	Click OK. Enter a date that is equal to, or prior to the current date.
Please note that the {**Date 1**} cannot be after the {Date 2}.	Click OK. Enter the correct date.
Please note that the **Arrival Date** cannot be prior to the Soldier's pay entry date {x}.	Click OK. Enter a date that is after the pay entry date.
Please note that the **Arrival Date** cannot be prior to the previous assignment date {x}.	Click OK. Enter a date that is after the previous assignment date.
Please note that the **Gaining Unit** for the Soldier cannot be the same as the previous assignment's unit.	Click OK. Enter a different unit.
Please note that the **Gaining Unit** for the Soldier cannot be the same as the attached unit.	Click OK. Enter a different unit.
Please note that the **Departure Date** must be prior to or the same as the reporting date.	Click OK. Enter a date that is equal to, or before the reporting date.
Please note that the **Assignment Type** cannot be Local CONUS with the existing departure information.	Click OK. Choose the correct Assignment Type.
Please note that the **Requisition Serial #** cannot be blank for CONUS and OCONUS Assignment Types.	Click OK. Enter a Requisition Serial #.
Please note that the **Gaining UIC** is invalid.	Click OK. Enter a valid UIC.
Please note that the **Arrival information** exists for the Soldier.	Click OK. Do not enter duplicate information.
Please note that the **Arrival information** does not exist.	Click OK. Enter arrival information.
Cannot remove Arrival information.	Click OK. Do not remove arrival information.
Please note that there is an open attachment for the Soldier {**SSN**}.	Click OK.
Please note that the **Departure Date {x}** cannot be prior to the last assignment date {x}.	Click OK. Enter a date that is after the last assignment date.
Please note that the **Date1** cannot be prior to the **Date2**.	Click OK. Enter a date for Date1 that is after Date2.
Please note that the **Gaining UIC's Assignment Location {x}** should {y} United States for {z} assignment type.	Click OK. Select United States for assignment type.

Personnel Accounting Messages	Resolution
Please note that the **Gaining UIC's State {x}** is not applicable for this assignment type.	Click OK. Enter a state that is applicable for the assignment type.
Please note that **Local OCONUS Assignment Type** is not allowed for the Soldier {x} since the previous assignment is not Overseas.	Click OK. Enter the appropriate assignment type.
Please note that for a {x} move, the selected **Assignment Location {y}** for the Soldier {SSN} must match with the previous assignment location {z}. To correct the problem, please select a different assignment type or gaining unit.	Click OK. Select a different assignment type or gaining unit.
ATTACH SOLDIER	
The Soldier {SSN} has an open attachment to the specified unit.	Click OK. Cancel the action.
The Soldier {SSN} has the maximum number {x} of open attachments.	Click OK. Cancel the action.
The Soldier {SSN} cannot be attached to his assigned unit.	Click OK. Cancel the action to attach the Soldier to his assigned unit.
Please note that the **Attachment Start Date** cannot be before the Soldier's {SSN} current arrival date {x}.	Click OK. Enter a date that is after the Soldier's current arrival date.
The Attachment Start Date and End Date cannot fall between the existing start {x} and end {y} dates for this unit.	Click OK. Enter dates that are outside of the existing start and end dates.
Please note that the **Attachment Start Date** cannot be before the Soldier's {SSN} pay entry date {x}.	Click OK. Enter a date that is after the Soldier's pay entry date.
Please note that the **Attachment End Date** cannot be before the Attachment Start Date.	Click OK. Enter a date that is after the Attachment Start Date.
Please note that the **UIC** is not valid.	Click OK. Enter a valid UIC.
Please note that the Soldier {SSN} must be assigned before he can be attached.	Click OK. Cancel the action to attach the Soldier.
ASSIGNMENT HISTORY	
Invalid Date Range. The assignment you are trying to add or update conflicts with existing assignments.	Click OK. Provide a valid date range for assignment history.
The UIC you have entered is the same as the previous or next assignment.	Click OK. Enter a different UIC.
Please note that the **Assignment Date** cannot be a future date.	Click OK. Enter a date that is not a future date.
Please note that the **Assignment Departure Date** cannot be before the Assignment Date.	Click OK. Enter a date that is after the assignment date.
Please note that the **Assignment Date** cannot be after the **Current** Assignment Date.	Click OK. Enter a date that is before the current assignment date.

Personnel Accounting Messages	Resolution
Please note that the Assignment Date cannot be before the Date the Soldier Joined the Service.	Click OK. Enter a date that is after the date the Soldier joined the service.
DFR/DFS	
Please note that the **Date of DFR/DFS** cannot be a future date.	Click OK. Enter a date that is not a future date.
Please select a drop type before proceeding.	Click OK. Enter a drop type.
To be dropped as AWOL for 30 days, the Soldier's duty status must be AWOL.	Click OK. Cancel action or change duty status to AWOL and wait 30 days to process the drop action.
The Soldier has not been in AWOL status for at least {x} days.	Click OK. Cancel action until Soldier has been AWOL for 30 days.
To be dropped to enter a service academy, the Soldier's duty status must be PDY.	Click OK. Cancel action or change duty status to PDY.
To be dropped as POW or Missing, the Soldier's duty status must be Captured or Missing in Action.	Click OK. Cancel action or change duty status to Captured or Missing in Action.
To be dropped as sentenced to confinement, the Soldier's duty status must be Confined by Civilian Authorities, or AWOL—Confined by Civilian Authorities.	Click OK. Cancel action or change duty status to Confined by Civilian Authorities, or AWOL—Confined by Civilian Authorities.
The Soldier has an existing Major Personnel Action record with the specified effective date.	Click OK. Cancel the action because duplicate data are not allowed.
The **Arrival Date** must be after the date the Soldier was dropped {x}.	Click OK. Enter a date that is after the date the Soldier was dropped.
SLOTTING	
No soldiers found that match the filter criteria.	Click OK. Ensure filter criterion is entered correctly. If yes, then cancel action.
No authorizations that match the filter criteria.	Click OK. Ensure filter criterion is entered correctly. If yes, then cancel action.
Please select a Soldier before proceeding.	Click OK. Select a Soldier for processing.
Please select a Soldier and an authorization.	Click OK. Select a Soldier and an authorization.
Please note that the duty date and duty title are not valid.	Click OK. Enter valid duty date and title.
Please note that the duty date is not valid.	Click OK. Enter valid duty date.
Please note that the duty title is not valid.	Click OK. Enter valid duty title.

Personnel Accounting Messages	Resolution
The duty assignment date cannot be before the previous duty assignment date or the Soldier's arrival/attachment at the unit.	Click OK. Enter a date that is after the previous duty assignment date or the Soldier's arrival/attachment at the unit.
The duty assignment date cannot be a future date.	Click OK. Enter a date that is the current date or before.

Promotion Messages	Resolution
Please note that the **selected Rank** is not allowed.	Click OK. Select another rank.
Please note that the **selected MOS** is not valid for the rank.	Click OK. Select another MOS.
Please note that the **Rank Date** cannot be a future date.	Click OK. Reenter date.
Please note that the **Effective Rank Date** cannot be a future date.	Click OK. Reenter date.
Please note that the **Date of Denial** cannot be a future date.	Click OK. Reenter date.
Please note that the **Date of Denial** cannot be before rank date **{x}.**	Click OK. Reenter date.
Please note that the **New Effective Date** cannot be before previous effective date.	Click OK. Reenter date.
Please note that the **New Rank Date** cannot be before previous rank date.	Click OK. Reenter date.

Readiness Messages	Resolution
PAVR	
Please select a Soldier or click Close to return to the PAVR Calculations page.	Click OK. Select a Soldier or click Close to return to the PAVR Calculations page.
Please select a Soldier before clicking the Search button.	Click OK. Select a Soldier.
Please select a Soldier or MOS category before clicking the Search button.	Click OK. Select a Soldier or MOS category.
The entered value does not match a Soldier from the list.	Click OK. Reenter value.
The entered value does not match a MOS/AOC from the list.	Click OK. Reenter value.
There are no Soldiers in this category.	Click OK. Cancel action.
SSN cannot be more than 9 characters.	Click OK. Enter nine-character SSN.
You have selected too many soldiers for MOS/AOC.	Click OK. Reselect Soldiers.
There are no Soldiers for the unit selected.	Click OK. Cancel action.
There are no MOS shortages for this unit.	Click OK. Cancel action.
There are no language shortages for this unit.	Click OK. Cancel action.
There are no Non-Deployables for this unit.	Click OK. Cancel action.

Readiness Messages	Resolution
Remarks successfully updated.	Click OK.
Update of PAVR remarks was not successful.	Click OK. Reenter PAVR remarks.
The maximum input length for this field is 2000 characters.	Click OK. Delete existing PAVR remarks to make room for additional remarks.
Are you sure you wish to remove all previous remarks?	Select Yes or No.

Reassignments Messages	Resolution
HQDA REASSIGNMENTS	
Please note that the **Reassignment Reason Code** & **Reassignment Reason Type** combination is invalid.	Click OK. Reselect Reassignment Reason Code & Reassignment Reason Type.
Please note that the **DLOS Date** cannot be greater than the **Report Date**.	Click OK. Reenter date.
DLOS has not been calculated or is blank. Please press **Calculate** to calculate the DLOS Date.	Click OK. Press Calculate to calculate the DLOS Date.
Please note that the DLOS date must be **{x}** or greater.	Click OK. Reenter date.
Please note that the **Gaining UIC**—{x} is same as **Home UIC**, which is invalid.	Click OK. Reenter UIC.
Please note that the Report Date must be **{x}** or greater.	Click OK. Reenter date.
DLOS/DEROS and Report dates should at least be **{x}** days apart. Please adjust before saving.	Click OK. Renter date.
Number of TDY days entered **{x}** are greater than the maximum allowed of 179. Please adjust before saving.	Click OK. Reenter Number of TDY days.
Number of Leave days entered **{x}** are greater than the maximum allowed of 90. Please adjust before saving.	Click OK. Number of Leave days.
The Duty Assignment Date of is outside the assignment range {1}—{2}.	Click OK. Reenter date.
There is an existing Duty Assignment History with {x} date. Please remove/update it before proceeding with this action.	Click OK. Remove/update Duty Assignment History with {x} date.
BRIEFING ATTENDANCE	
No Soldier has been selected to Schedule Briefing. Please make correct selections before proceeding.	Click OK. Select Soldier.
Briefing time is before current time of {x}. Please update before saving.	Click OK. Reenter time.

Workflow Messages	Resolution
Please select a workflow task before proceeding.	Click OK. Select a workflow task.
Please select an action type before proceeding.	Click OK. Select an action type.
This function will be provided in a future release.	Click OK.
Please select the name or AKO User ID of the user who should receive the task.	Click OK. Select the name or AKO User ID.

Workflow Messages	Resolution
Please select only one user from the User Name and AKO User ID selection lists.	Click OK. Select only one user.
The original owner cannot return a task.	Click OK.
Please complete the processing of this workflow item before deleting it.	Click OK to return to the Workflow Inbox and continue processing.

Readiness Messages	Resolution
Please enter all required fields.	Click OK. Enter required data.
Non-Availability start date cannot be after [current system date].	Click OK. Re-enter date so that it is not a future date.
The Non-Availability end date cannot be before the Non-Availability start date [date value}.	Click OK. Re-enter end date so that it is a future date.
The Non-Availability end date cannot be after [date value] except for Non-Availability status of Non-Available Temporary and STABILIZED/PCS/ RETIRE.	Click OK. Select the correct Availability Status.
Invalid Date Range. The Non-Availability indicator you are trying to add or update conflicts with existing Non-Availability indicators.	Click OK. Select the correct Availability Status.
The Non-Availability Deployment Status and Reason combination you have chosen is invalid, please correct and re-submit.	Click OK. Select the correct Availability Status and Reason.

System Administrator Messages	Resolution
Unable to read user role information.	Click OK to return to the current page.
Unable to process you xml file.	Click OK to return to the current page.
Unable to add user.	Click OK to return to the current page.
{**x**} is not a registered *e*MILPO User. Please add you before attempting other system administration functions.	Click OK. Add the user before performing other functions on that user.
Account has been successfully created. Do you wish to add another account?	Click Yes to create another user account or No to return to the System Administration Menu.

PERSTEMPO Messages	Resolution
Mass Update	
If you change an end date, *e*MILPO displays a message informing you that changing a future end date will clear the values for operation titles.	Click Yes to change the date and continue. Click No to return to the PERSTEMPO Mass Event—Soldier Data Action: Update for additional processing.
Threshold Management	
Events disapproved through Threshold Management will be cancelled and removed from the system. Do you wish to continue?	Click Yes to remove the event and continue. Click No to return to the report page.
"Before saving this form, all line items must have at least one radio button checked."	Click OK to return to the report and continue processing.

21.4   *e*MILPO Interfaces

*e*MILPO interfaces with a number of systems by receiving data from and/or sending data to these systems. Incoming interfaces include TAPDB (transactions), DEERS (authorized dependents), ITAPDB (mobilization), and RECBASS (new enlisted Soldiers). Outgoing interfaces from *e*MILPO include TAPDB (transactions) and ISM II (partial database dump). Outgoing interfaces from the AHRS Datastore portal include BCS3, TC-AIMS II, and the PPA Download. Two additional interfaces support the daily operation of *e*MILPO: the AKO/LDAP Directory provides authentication for *e*MILPO users, and a periodic feed from *e*MILPO to the AHRS Datastore refreshes its database with current personnel data. All interface connectivity is secured, either by use of HTTPS, VPN, SSL or Secure FTP protocols.

The following table describes the interfaces, sorted alphabetically:

Interface	Interfacing System Description	Interface Description	Interface Direction
Enterprise Datastore Interfaces			
AHRS Enterprise Datastore Refresh	AHRS Datastore This application provides query and report generation capabilities for *e*MILPO data via the Cognos query and reporting tool.	The Datastore will refresh its Cognos database periodically from the *e*MILPO Oracle database so that it can provide users with current *e*MILPO data.	Inbound
AKO Login	Army Knowledge Online This Web portal provides the single point of entry and single sign-on capability for U.S. Army applications.	AHRS Enterprise Datastore leverages the AKO Lightweight Directory Access Protocol (LDAP) directory for user authentication.	Inbound
BCS3 Interface	Battle Command and Sustainment Support System (BCS3) BCS3 supports the war-fighting C2 and battle management process by rapidly processing large volumes of logistical, personnel and medical information. BCS3 provides a more effective means for force-level commanders and CSS commanders to determine the sustainability and supportability of current and planned operations.	This interface supports a once daily scheduled download of seven files from *e*MILPO (accessed via an FTP server link) to a CSS user's workstation. The selection criteria are based on a list of UICs provided in a data input file placed daily on the FTP server. The data file is provided back on the same server the following morning. The data provided are authorization and current duty status information for enlisted Soldiers, commissioned officers, and Warrant Officers.	Outbound
HRC-I Interface	Not applicable	*e*MILPO provides Enlisted Record Brief (ERB) Soldier data to HRC-Indianapolis.	Outbound
Mobile Tracking Extract	Not applicable	*e*MILPO provides Soldier data to the Army Human Resource Command at St. Louis.	Outbound
PPA Downloads Interface	Not applicable	*e*MILPO provides Soldier data by PPA for eight specified PPAs.	Outbound

Interface	Interfacing System Description	Interface Description	Interface Direction
TC-AIMS II Interface	Transportation Coordinators' Automated Information for Movement The TC-AIMS II is a top-down directed program aimed at addressing a critical shortfall in the movement of material and personnel in support of DoD transportation operations as defined in the TC-AIMS II Mission Need Statement. TC-AIMS II falls within the DoD mission area supporting Mobility/Transportation of the DoD Personnel and Cargo. TC-AIMS II will provide unit mobility and Installation Transportation Office/Transportation Movement Office (ITO/TMO) support throughout DoD with a single, effective, and efficient Automated Information System (AIS), which provides transportation management of unit movement, passengers, and cargo during day-to-day operations within the Defense Transportation System (DTS).	This interface provides personnel information to be used for unit movement planning to TC-AIMS II.	Inbound
*e*MILPO Interfaces			
AKO Login	Army Knowledge Online This Web portal provides the single point of entry and single sign-on capability for U.S. Army applications.	*e*MILPO leverages the AKO LDAP directory for user authentication. A single sign-on capability means that one user ID/password is needed to access AKO as well as other Army applications. AKO will support a link on the AKO Web site that transfers users to the *e*MILPO application.	Inbound/ Outbound
Component Import	This interface receives PERSTEMPO deployed event information for any individual assigned to the Army National Guard (ARNG) and Army Reserve (USAR).	*e*MILPO receives PERSTEMPO deployment transactions from the USAR and USNG and processes them into the *e*MILPO database.	Inbound

Interface	Interfacing System Description	Interface Description	Interface Direction
DEERS Interface	Defense Enrollment Eligibility Reporting System DEERS is used to verify and confirm eligibility of benefits for those on active duty, retired, family members, surviving family members, Guard/Reserve personnel who are activated for a period in excess of 30 days, and other special categories of people who qualify for benefits.	This interface is required to provide *e*MILPO access to authorized family member dependent data that is maintained on the DEERS PDR (Person Data Repository) and made available to interfacing systems from the ADR (Access Data Repository).	Inbound
DMDC Extract	Not applicable	*e*MILPO provides PERSTEMPO deployment transactions to DMDC.	Outbound
DTAS Deployed GUID Interface	Deployed Theater Accountability System (DTAS)	*e*MILPO receives a list of Global Unique Identifiers (GUIDs) of Soldiers deployed to a Theater of Operation in DTAS.	Inbound
DTAS Personnel Updates Interface	Deployed Theater Accountability System (DTAS)	*e*MILPO sends updates to personnel information for Army Soldiers in *e*MILPO that are currently deployed to a Theater of Operation in DTAS.	Outbound
DTAS Available Personnel Interface	Deployed Theater Accountability System (DTAS)	*e*MILPO sends updates to personnel information for all active Army Soldiers (Enlisted, Warrant Officers, and Commissioned officers) that exist in the *e*MILPO database.	Outbound
DTAS Pending Gains Interface	Deployed Theater Accountability System (DTAS)	*e*MILPO sends TRN manifest (pending gain) information for Department of Defense (DoD) personnel that are being deployed to a Theater of Operation in DTAS.	Outbound
DTAS Unit Updates Interface	Deployed Theater Accountability System (DTAS)	*e*MILPO sends updates to unit data for Unit Identification Codes (UICs) in *e*MILPO. These updates include add a unit, update the unit Designation Text for an existing unit, and correction/re-Designation of an existing unit.	Outbound
DTAS TAADS Refresh Interface	Deployed Theater Accountability System (DTAS)	*e*MILPO sends a refresh of The Army Authorization Document System (TAADS) files for all Army authorized documents processed by the full TAADS refresh process on the *e*MILPO COOP system.	Outbound

Interface	Interfacing System Description	Interface Description	Interface Direction
EDAS Interface (Pull)	Enlisted Distribution & Assignment System	EDAS provides transactions to *e*MILPO via the TAPDB mailbox. *e*MILPO receives assignment instructions, special instructions, and movement special instructions for enlisted Soldiers from EDAS and processes them into the *e*MILPO database.	Inbound
EDAS-TOPMIS Counters Extract	Not applicable	*e*MILPO provides PERSTEMPO Soldier creditable day counts for enlisted Soldiers and officers to EDAS and TOPMIS.	Outbound
ESB Interface	Enterprise Service Bus	*e*MILPO provides changes to Soldier data for all deceased Soldiers. This data is then passed to TAPDB and ITAPDB.	Outbound
GCSS-A	Global Combat Support System-Army	*e*MILPO provides a once-a-day, one-way interface that provides changes to personnel data for active Army and mobilized Army Reserve and Army National Guard Soldiers.	Outbound
ISM II Interface	Not applicable	*e*MILPO provides changes to Soldier data for all Soldiers to ISM II.	Outbound
ITAPDB Counters Extract	Not applicable	*e*MILPO provides PERSTEMPO Soldier creditable day counts to ITAPDB for use by AKO.	Outbound
ITAPDB MCU Interface	Integrated Total Army Personnel Database The ITAPDB will provide a single source for personnel data for the Active, National Guard, Reserve, and civilian components of the Army.	*e*MILPO receives Multiple Component Unit (MCU) data and processes it into the *e*MILPO database.	Inbound
ITAPDB Mobilization Interface		*e*MILPO obtains mobilization data from ITAPDB via DBlink through an IPSEC VPN tunnel. *e*MILPO receives mobilization data and processes it into the *e*MILPO database.	Inbound
ITAPDB Soldier Refresh		*e*MILPO receives Soldier and attachment data not on file in *e*MILPO and processes it into the *e*MILPO database.	Inbound
JPTA	Joint Patient Tracking Administration (JPTA)	*e*MILPO receives a data file hourly from JPTA with Soldier patient tracking information. **Note:** This interface is currently disabled.	Inbound

Interface	Interfacing System Description	Interface Description	Interface Direction
ORG TAPDB Interface (Pull)	Total Army Personnel Database TAPDB is the single credible source of automated personnel information at the HQDA level, consisting of a set of logically integrated, physically distributed personnel databases.	*e*MILPO receives ORG TAPDB unit transactions from TAPDB and processes them into the *e*MILPO database. This interface is required to provide compliance with data reporting requirements of applicable Army regulations, and timely accurate updates to personnel data between the field elements and Headquarters, Department of the Army and vice versa. This interface is transaction driven. Personnel data flow between the two systems are two-way (*e*MILPO will "pull" data from the TAPDB mailbox). Transactions are transmitted via the NIPRNet to the TAPDB through the IPSEC VPN tunnel.	Inbound
RECBASS Interface	Reception Battalion Automated Support System RECBASS-R is an online, interactive system that captures and transmits accession data. It allows Reception Battalions (RECBNs) to acquire accession personnel data and to provide it to other Army agencies needing onetime data entries. RECBASS produces management reports for local commands and the Training and Doctrine Command (TRADOC); affects training assignments by producing standard military orders for all components; and drives peripherals used to produce identification (ID) cards, ID tags, and file labels.	This interface is transaction-driven and is required to provide validated Soldier accession data from all Reception Battalions to *e*MILPO. Transactions will be electronically transmitted from the RECBASS platform to the *e*MILPO application and processed by the *e*MILPO application in a batch environment. *e*MILPO receives RECBASS PPA transactions and processes them into the *e*MILPO database.	Inbound
TAADS-R Interface (Full Update)	The Army Authorization Document System-Redesign	*e*MILPO receives new authorization documents from TAADS-R and processes them into the *e*MILPO database.	Inbound

Interface	Interfacing System Description	Interface Description	Interface Direction
TAADS-R Interface (Partial Update)		*e*MILPO Receives updates and new authorization documents from TAADS-R and processes them into the *e*MILPO database.	Inbound
TAPDB Interface (Pull)	Total Army Personnel Database TAPDB is the single credible source of automated personnel information at the HQDA level, consisting of a set of logically integrated, physically distributed personnel databases.	*e*MILPO receives TAPDB PPA Soldier transactions and processes them into the *e*MILPO database. This interface is required to provide compliance with data reporting requirements of applicable Army regulations, and timely accurate updates to personnel data between the field elements and Headquarters, Department of the Army and vice versa. This interface is transaction driven. Personnel data flow between the two systems are two-way (*e*MILPO will "pull" data from the TAPDB mailbox). Transactions are transmitted via the NIPRNet to the TAPDB through the IPSEC VPN tunnel.	Inbound
TAPDB Interface (Push)	Not applicable	*e*MILPO provides TAPDB PPA Soldier transactions to TAPDB.	Outbound
TAPDB Dwell Time Extract	Total Army Personnel Database TAPDB is the single credible source of automated personnel information at the HQDA level, consisting of a set of logically integrated, physically distributed personnel databases.	Provides Dwell Time, Tour Counts, and Tour Months to TAPDB.	Outbound

21.5   *e*MILPO Transactions

The following transactions will be sent from *e*MILPO to TAPDB on an event-by-event basis:

Transaction Number	Transaction Description	Functional Area
4055	Report RC Soldiers Mobilized with their RC Unit During Mobilization. This transaction contains information pertaining to Reserve Component soldiers ordered to active duty with their RC unit during mobilization (any type). One transaction is generated for each Soldier.	Personnel Accounting Enter-Mobilization-Data
4056	Report Transfer to First Unit of Assignment. This transaction contains information pertaining to the transfer of an individual Soldier into an Active Army unit. This includes first unit of assignment for prior service enlisted Soldiers who are assigned directly to a specific unit by MEPCOM upon enlistment. It also is used to report individually mobilized Soldiers (IRR, IMA, retirees, etc).	Personnel Accounting Enter-Mobilization-Data
4135	Report Return From Drop from Rolls/Drop from Strength. This transaction is used to report a Soldier who is returned from a Drop From Strength (DFS) or Dropped From Rolls (DFR).	Personnel Accounting Enter-DFR/DFS-Data
4136	Revocation of Transition. This transaction is used to revoke a previously submitted Transition transaction (5010).	Personnel Accounting Remove-Soldier Transition/Loss to the Army
4138	Revocation of Deceased This transaction is used to revoke a previously submitted Deceased transaction (5102).	Personnel Accounting Remove-Casualty Affairs
4137	Revoke Drop from Rolls/Drop from Strength. This transaction is used to revoke a previously submitted Dropped from Strength/Rolls (5015).	Personnel Accounting Revoke-DFR/DFS
4145	Lost Time. This transaction is used to report an enlisted Soldier's lost time to HQDA.	Personnel Services Lost-Time-Data
4150	Report Release from Attachment. This transaction is used to report the release of an individual from the attached unit.	Personnel Accounting Enter-Soldier-Arrival-Data Enter-Attach-Soldier-Data
4155	Soldier Departure. This transaction reflects data submitted by the losing unit when a Soldier is reassigned.	Personnel Accounting Enter-Soldier-Arrival-Data Reassignments HQDA Reassignments

Transaction Number	Transaction Description	Functional Area
4170	Revoke Departure. This transaction is used to report the revocation of a departure when a Soldier's assignment order has been revoked or to correct an erroneous submission of a departure transaction.	Personnel Accounting Enter-Soldier-Arrival-Data Reassignments Inter-Installation-Reassignments (Process-Deletions)
4175	Report Soldier Gain/Soldier Arrival. This transaction reflects data submitted by the gaining unit when a Soldier is reassigned. This transaction is also used for "assigned-not-joined" personnel.	Personnel Accounting Enter-Soldier-Arrival-Data
4177	Revoke Arrival. This transaction is used to report the revocation of a previously submitted arrival or assigned-not-joined transaction (4175) on a Soldier.	Personnel Accounting Enter-Soldier-Arrival-Data
4195	Military Duty Status. This transaction is used to report changes to a Soldier's military duty status.	Personnel Accounting Enter-Soldier-Arrival-Data Reassignments Inter-Installation-Reassignments Personnel Accounting Update-Duty-Status-Data Process-Deletions
4205	Report Soldier Attachment. This transaction is used to report Soldiers who are attached to a unit.	Personnel Accounting Enter-Attach-Soldier-Data Enter-Mobilization-Data
4215	Suspension of Favorable Personnel Action Data. This transaction reflects the notice of an individual being "flagged" under the provisions of AR 600-31. It also is used to remove a previously submitted flag.	Personnel Services SFPA Promotions Deny-Promotion Personnel Accounting Update-Duty-Status
4220	Field Personnel Security Status Data. This transaction is used to report local security-related information.	Personnel Services Field-Determined-Security-Status

Transaction Number	Transaction Description	Functional Area
4225	Grade Change. This transaction is used to report promotions, reductions and lateral appointments for enlisted Soldiers E1 through E6; and to report 1LT and CW2 promotions. It is also used by TOS to update promotions to officers, CPT and above, and Warrant Officers CW3-CW5 as a result of DA centralized promotion boards.	<u>Promotions</u> Enlisted-Reduction Promote-With-Waiver Lateral-Appointments Process-Special-Category-Promotions Restore/Revoke-Previous-Rank
4231	Correction to Previous Promotion Data. This transaction is used to report additions or deletions to a rank previously held by a Soldier. It is also used to make changes to a Soldier's date of rank for a previous rank held.	<u>Promotions</u> Rank-History
4233	Date of Rank Correction. This transaction is used to report corrections to the date of rank and effective date of a Soldier's current grade.	<u>Promotions</u> Correct-Date-of-Rank
4250	MOS Update. This transaction is used to update or correct an enlisted Soldier's primary, secondary, additional, career progression or projected Military Occupational Specialty. All elements are reported even if only one MOS changed.	<u>Personnel Services</u> Military-Occupational-Specialty
4251	MOS Medical Retention Board Data. This transaction is used to report updates to the MMRB Meeting Date and MMRB Determination fields.	<u>Personnel Services</u> Service/Miscellaneous Dates
4255	Special Qualifications Identifier-Enlisted Data. This transaction is used to report the award/withdrawal of an SQI for enlisted personnel. It is also used to report a change in the date the SQI was awarded.	<u>Personnel Services</u> Military-Occupational-Specialty
4260	Additional Skill Identifier Data. This transaction is used to report the award or withdrawal of an ASI to a Soldier.	<u>Personnel Services</u> Military-Occupational-Specialty
4285	Promotable Data This transaction is used to report Soldiers who are on an E5/E6 field promotion list. It is also used to report changes in promotion points or removal from the standing list (other than as a result of a promotion).	<u>Promotions</u> Deny Promotion Auto Integration List
4295	Military Education Data. This transaction is used to update military education data with a course of at least 1 week (40 hours) in duration in a military subject area that a Soldier has completed.	<u>Personnel Services</u> Military-Education-Data

Transaction Number	Transaction Description	Functional Area
4300	Civilian Education Course/Degree Data. This transaction is used to report civilian education courses and or degree (above the high school level) being pursued or having been completed by a Soldier.	Personnel Services Civilian-Education-Data
4305	Civilian Education Data This transaction is used to report the highest civilian education level and certificate attained by a Soldier.	Personnel Services Civilian-Education-Data
4320	Marital Status, Spouse, and Dependent Data. This transaction is used to report information on a Soldier's spouse and family members.	Personnel Services Family-Members
4330	Miscellaneous Personal Data. This transaction is used to report miscellaneous personal information pertaining to a Soldier.	Personnel Services Address-Data Personal-Data Service/Misc-Dates
4335	Personnel Management Test Data. This transaction reflects various personnel management test data being reported to TAPDB.	Personnel Services Personnel-Management-Tests
4345	Personnel Management Test Data. This transaction reflects various personnel management test data being reported to TAPDB.	Personnel Services Personnel-Management-Tests
4350	Current Duty Assignment Data (Commissioned Officer). This transaction is used to report information related to an officer's current duty assignment against a Commissioned Officer's position.	Personnel Accounting Enter-Soldier-Arrival-Data Enter-Slot-Soldier-Data
4355	Current Duty Assignment Data (Warrant Officer). This transaction is used to report information related to a Warrant Officer's current duty assignment.	Personnel Accounting Enter-Soldier-Arrival-Data Enter-Slot-Soldier-Data
4360	Current Duty Assignment Data (Enlisted). This transaction is used to report information related to an enlisted Soldier's current duty assignment.	Personnel Accounting Enter-Soldier-Arrival-Data Enter-Slot-Soldier-Data
4365	Immediate Reenlistment Prohibition Data. This transaction is used to report the reason an enlisted Soldier is prohibited from an immediate reenlistment.	Personnel Services SFPA
4368	Overseas Assignment History Data. This transaction is used to report the completion of an overseas assignment. This transaction is also used to correct overseas assignment information recorded on an Officer Record Brief (ORB) or Enlisted Record Brief (ERB).	Personnel Accounting Enter-Assignment-History-Data

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Transaction Number	Transaction Description	Functional Area
4369	Date Returned from Overseas: This transaction is used to report DROS or correct a previously reported DROS.	Personnel Services Service-Miscellaneous-Dates
4370	Overseas Assignment Data (OS Assignment). This transaction is used to report data related to a Soldier's current overseas assignment.	Personnel Accounting Enter-Soldier-Arrival-Data

Reassignments HQDA Reassignments (Process-Deletions) |
| 4375 | Assignment Eligibility and Availability Data. This transaction is used to report changes to an enlisted Soldier's Assignment Eligibility and Availability (AEA) data. | Personnel Services SFPA

Personnel Accounting Update-Duty-Status |
4395	Military Spouse Data. This transaction is used to report spouse information for a Soldier married to another service member. (Note: Both service members must report the information on the other).	Personnel Services Military-Spouse
4410	Correction to Previous Unit Assignment Data. This transaction is used to add, change or delete data pertaining to a Soldier's previous unit of assignment.	Personnel Accounting Enter-Assignment-History-Data
4415	GI Bill Data. This transaction is used to report GI Bill (old and/or new) information on a Soldier.	Personnel Services GI-Bill-Data
4420	Correction to Previous Assignment History (Commissioned Officer). This transaction is used to correct information pertaining to an officer's previous assignment against a Commissioned Officer position as shown on an ORB.	Personnel Accounting Enter-Duty-Assignment-History
4425	Correction to Previous Assignment History (Warrant Officer). This transaction is used to correct information pertaining to an officer's previous assignment against a Warrant Officer's position as shown on an ORB.	Personnel Accounting Enter-Duty-Assignment-History
4430	Correction to Previous Assignment History (Enlisted). This transaction is used to correct information pertaining to an enlisted Soldier's previous assignment as shown on an ERB.	Personnel Accounting Enter-Duty-Assignment-History

Transaction Number	Transaction Description	Functional Area
4431	Award Data. This transaction is used to report Military Decorations a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	Personnel Services Individual-Awards
4432	Campaign and Service Award Data. This transaction is used to report Campaign or Service awards a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	Personnel Services Individual-Awards
4433	Combat and Special Skill Badge Data. This transaction is used to report Combat or Special Skill Badges a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	Personnel Services Individual-Awards
4434	Identification Badge Data. This transaction is used to report Identification Badges a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	Personnel Services Individual-Awards
4435	Foreign Military Award Data. This transaction is used to report Foreign Military awards a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	Personnel Services Individual-Awards
4436	Unit Award Data. This transaction is used to report Unit awards a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	Personnel Services Unit-Awards
4437	Nonmilitary Decoration Data. This transaction is used to report Nonmilitary decorations a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	Personnel Services Individual-Awards
4440	Anticipated Loss Date. This transaction is used to report the date of anticipated loss of a Soldier.	Reassignments HQDA Reassignments (Process-Deletions)
4445	Personal Mailing Address. This transaction is used to report an address supported by the U.S. Postal Service that an individual can receive mail at (that is, only domestic/APO/FPO addresses-no foreign addresses).	Personnel Services Address-Data

Transaction Number	Transaction Description	Functional Area
4450	Telephone Number Data. This transaction is used to report various telephone numbers for a Warrant/Commissioned Officer.	Personnel Services Phone-Number-Data
4455		PERSTEMPO Unassociated Soldier Events Individual Event Mass Event
4456	Deployment Non-Availability. This transaction is used to report non-available status data for Soldiers.	Readiness Soldier Availability Deployment Tracking
4520	Officer Professional Certification Data. This transaction is used to report information on selected professions for officers/Warrant Officers.	Personnel Services Professional-Certification-Status
4765	Assignment Considerations. This transaction is used to report a Soldier's assignment considerations.	Personnel Services Assignment-Considerations Military-Spouse SFPA Personnel Accounting Update-Duty-Status
4780 (pending)	Delay Separation Reason. This transaction is used to report the reason for delay in a Soldier's separation.	Personnel Services Service/Misc-Dates
4999	Name Change. This transaction is used to report a change to a Soldier's name.	Personnel Services Name-Change
5010	Transition. This transaction is used to report a Soldier's transition from Active Duty to civilian life or to a Reserve Component.	Personnel Accounting Enter-Soldier-Transition/Loss
5011	Family Member Address (for Transition to RC). This transaction is used to report those family members designated for emergency notification purposes at the time of the Soldier's separation. One transaction is generated for each family member (spouse/children (if applicable), parent and brothers/sisters). The transaction is generated only if the Soldier is being transferred to a Reserve Component (USAR or ARNG).	Personnel Accounting Enter-Soldier-Transition/Loss
5015	Report Drop from Rolls/Drop from Strength. This transaction is used to report a Soldier who is Dropped From Strength (DFS) or Dropped From Rolls (DFR) of the unit.	Personnel Accounting Enter-DFR/DFS-Data
5102	Deceased. This transaction contains information pertaining to a Soldier who died while on active duty.	Personnel Accounting Enter-Casualty Affairs

Transaction Number	Transaction Description	Functional Area
5500	Social Security Number. This transaction is used to correct a Soldier's Social Security Number.	Personnel Services SSN-Correction